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NECC

Haverhill • Lawrence

Academic Catalog

2004 - 2006

THINK Opportunity

Northern Essex Community College

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Community College

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2004 - 2006
Academic Catalog

Northern Essex Community College

Northern Essex Community College reserves the right to withdraw or revise any provision or requirement described in the college catalog. Supplements to this document may be issued from time to time to present new or additional information.

The purpose of this publication is to provide information about Northern Essex Community College to persons who work and study at the College, to persons who may be interested in applying for admission, and to parents, teachers, counselors, and the general public. This publication is neither a contract nor an offer to make a contract. While every effort has been made to ensure the accuracy of the information in this publication, the College reserves the right to make changes at any time with respect to course offerings, degree requirements, services provided, cost of attendance or any other subject addressed in this publication. The information in this publication is provided solely for the convenience of the reader, and the College expressly disclaims any liability which may otherwise be incurred.

Accreditation Statement

Northern Essex Community College is accredited by the New England Association of Schools and Colleges, Inc., through its Commission on Institutions of Higher Education.

Accreditation of an institution of higher education by the New England Association indicates that it meets or exceeds criteria for the assessment of institutional quality periodically applied through a peer review process. An accredited college or university is one which has available the necessary resources to achieve its stated purposes through appropriate educational programs, is substantially doing so, and gives reasonable evidence that it will continue to do so in the foreseeable future. Institutional integrity is also addressed through accreditation.

Accreditation by the New England Association is not partial but applies to the institution as a whole. As such, it is not a guarantee of every course or program offered, or the competence of individual graduates. Rather, it provides reasonable assurance about the quality of opportunities available to students who attend the institution.

Inquiries regarding the accreditation status by the New England Association should be directed to the administrative staff of the institution. Individuals may also contact:

Commission of Institutions of Higher Education
New England Association of Schools and Colleges
209 Burlington Road
Bedford, MA 01730-1433
781-271-0022 E-Mail: cihe@neasc.org

College Directory

Haverhill Campus at 100 Elliott Street:
978-556-3000

Lawrence Campus at 45 Franklin Street:
978-738-7475

Lawrence Campus Extension at 78 Amesbury Street:
978-738-7600

Toll Free: 1-800-NECC-123

www.necc.mass.edu

Academic Advising Center
978-556-3440

Academic Affairs
978-556-3325

Administrative Services
978-556-3921

Admissions
978-556-3600

Bursar
978-556-3900

Career Development Center
978-556-3722

Center for Business & Industry
978-556-3811 — Haverhill Campus
978-738-7602 — Lawrence Campus

College Life & Healthy Living
978-556-3643

Continuing Education Services
978-556-3800

Deaf & Hard of Hearing Services
978-556-3658
978-556-3673 (TTY)

Enrollment Management and Student Services
978-556-3625

Financial Aid
978-556-3650

Human Resources
978-556-3926

Institutional Advancement
978-556-3857

Learning Accommodations Center
978-556-3654
978-556-3655 (TTY)

President
978-556-3855

Registrar
978-556-3700

Student Activities & Campus Events
978-556-3731 — Haverhill Campus
978-738-7417 — Lawrence Campus

Student Health Services
978-738-7483 — Lawrence Campus

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CORI/SORI Disclaimer

Criminal Offender Record Information & Sex Offender Record Information Checks

Students interested in participating in an academic program that involves working with children, the disabled, or the elderly, or a cooperative education experience or a program that includes a clinical or practicum affiliation with a private or public health care provider, may be required to undergo a Criminal Offender Record Information (CORI) and/or a Sex Offender Record Information (SORI) check. Depending on the contents of a student's CORI or SORI, participation in an academic program or a cooperative education experience or clinical or practicum affiliation related to thereto may be denied. CORI checks may be performed pursuant to Mass. General Law Chapter 6, Sections 172(C), consistent with guidelines promulgated by the Executive Office for Health and Human Services, and the Commonwealth's Department of Public Health. SORI checks may be performed pursuant to Mass. General Law Chapter 6, Section 172(C). For more information, please contact the Registrars Office at 978-556-3700.

Northern Essex Community College is committed to the success of every student. Students with legal issues in their background will meet with a committee as part of the CORI/SORI process and will receive guidance and counseling throughout the review of their records. NECC personnel make every effort to help students prepare for careers in their chosen field. Students are encouraged to seek assistance and support.

Welcome by the President

First of all, let me share how pleased I am that you are considering Northern Essex Community College.

At Northern Essex, we put the needs of our students first. We want to be sure that the education students receive is of high quality and that we have the support services in place to help each student succeed.

To achieve this, we carefully monitor our academic programs to ensure they are current and effective. We want to provide the skills students need to reach individual goals whether they include finding a job, transferring successfully, enhancing a current career or personal growth.

Since our students are often balancing work and families with their education, flexible scheduling is also a priority for us. In addition to day courses, the college has evening and Saturday courses as well as online and courses that allow students to do the majority of their work at home rather than in the classroom. We also offer a choice of convenient locations including our campuses in Haverhill and Lawrence and our extension sites in Andover and Methuen.

Another hallmark of the education students receive at Northern Essex is our support services. Our Reading, Writing, Math and English Language Centers, our Career Development Center and our Advising Center are just a few of the offices available to help our students succeed and make the most of a college education.

I encourage anyone to carefully review this catalog to be familiar with all of the resources available. Enjoy a Northern Essex experience and future success!

Sincerely,

David Hartleb

David F. Hartleb
President of the College

The College

Northern Essex Community College is justifiably proud of the quality of education and services we offer to our students. Each year over 15,000 individuals study at Northern Essex either full- or part-time. We have a teaching faculty who concentrate their education, experience and effort in the classroom. When your education is completed, you will have the skills needed to join the thousands of Northern Essex graduates who have transferred successfully to baccalaureate programs, or who have become a part of the highly skilled business, industrial and professional work force for which New England is famous.

You will be able to study at Northern Essex at an extremely low cost. *The average full-time student residing in Massachusetts spends approximately $1260 a semester for tuition and fees excluding insurance.* Part-time study is comparably inexpensive. A number of financial aid sources are available to eligible students and we are committed to helping you find a way to afford Northern Essex.

Northern Essex is a public, two-year college that offers comprehensive programs of study leading to the Associate in Arts degree, the Associate in Science degree and Certificates of program completion. Our student body is a complex group. Many come here directly after high school. Others bring a variety of living and job experiences to their studies. The average age of our students ranges from 25 in the day to approximately 31 in the evening.

Some are taking traditional college programs, planning to transfer to a four-year institution after graduation. Some are enrolled in associate degree or certificate programs leading to immediate employment in specialized career fields. Some are taking developmental courses to upgrade their academic backgrounds while pursuing a degree program. Others are taking individual courses, exploring alternatives before making more formal academic decisions. Some students take special interest courses only. Large numbers of students are enrolled in non-traditional programs of study such as English as a second language courses, and certain training programs in special skills and high technology areas are designed to fit the unique training needs of individual groups of students or particular employers.

Excellent facilities, solid academic support services and a dynamic student activity program are part of the educational opportunities available at Northern Essex. Flexible scheduling and the option of completing your degree or certificate at your own pace are hallmarks of a Northern Essex education.

Our dedicated teaching faculty accept with enthusiasm the challenge of responding properly to the differing backgrounds of their students and, at the same time, directing and leading them toward broader understandings. Our faculty are deeply involved in the planning of each class and in the achievement of each student, and are equally dedicated to personal achievement. Our faculty have the teaching time and the commitment to advise as well as instruct students, and to provide support and encouragement as well as specialized study opportunities.

Northern Essex, with its permanent campuses in Haverhill and Lawrence, is an integral part of the local Merrimack Valley community. The rural Haverhill campus borders Kenoza Lake, and is just one minute from Exit 52 off Interstate Route 495. The college's main Lawrence campus is located in the heart of the city less than ten minutes from Exit 41 off Route 495 or Exit 46 off Route 93 at 45 Franklin Street. A broad range of academic programs, noncredit offerings and support services are available at this site. It also houses the college's paralegal studies, criminal justice and health programs, including nursing, practical nursing, radiologic technology, respiratory care, medical assisting, dental assisting and polysomnography programs. A second Lawrence campus is located just a short walk away on Amesbury Street. Extension sites are located in Andover and Methuen. Our multiple locations allow for easy commuting, minimum disturbance of home and job schedules, and avoidance of expensive dormitory and food plan costs. We are in close touch with what is going on in the Merrimack Valley—we are in touch with the kinds of academic programs people want to study, the skills training the community needs and where career opportunities for our graduates are located.

Massachusetts Public Higher Education System Mission

Massachusetts Public Higher Education is a SYSTEM with a distinguished past, increasing and measurable accomplishments, and dedicated to being recognized as having one of the nation's most outstanding array of institutions. It comprises 15 community colleges, nine state colleges, and five campuses of the University of Massachusetts. The system exists to provide accessible, affordable, relevant, and rigorous programs that adapt to meet changing individual and societal needs for education and employment. The public system is committed to continuous improvement and accountability in all aspects of teaching and learning. The Board of Higher Education, together with each respective Board of Trustees, expects all students, faculty, and staff to be held to exacting standards in the performance of their roles and responsibilities.

Massachusetts Community College Mission

The fifteen Massachusetts Community Colleges offer open access to high quality, affordable academic programs, including associate degree and certificate programs. They are committed to excellence in teaching and learning and provide academic preparation for transfer to four-year institutions, career preparation for entry into high demand occupational fields, developmental coursework, and lifelong learning opportunities.

Community colleges have a special responsibility for workforce development and through partnerships with business and industry, provide job training, retraining, certification, and skills improvement. In addition, they assume primary responsibility, in the public system, for offering developmental courses, programs, and other educational services for individuals who seek to develop the skills needed to pursue college-level study or enter the workforce.

Rooted in their communities, the colleges serve as community leaders, identifying opportunities and solutions to community problems and contributing to the region's intellectual, cultural, and economic development. They collaborate with elementary and secondary education and work to ensure a smooth transition from secondary to post-secondary education. Through partnerships with baccalaureate institutions, they help to promote an efficient system of public higher education.

The community colleges offer an environment where the ideas and contributions of all students are respected. Academic and personal support services are provided to ensure that all students have an opportunity to achieve academic and career success. No eligible student shall be deprived of the opportunity for a community college education in Massachusetts because of an inability to pay tuition and fees.

Northern Essex Community College Mission

The mission of Northern Essex Community College is to serve the people of the Greater Merrimack Valley as a caring and comprehensive center of educational excellence that offers high quality, affordable adult and post secondary education through the Associate Degree level, as well as a broad range of occupational programs and community services which enhance the social, cultural and economic life of the region.

Northern Essex Community College Core Values Statement

Opportunity

We are committed to offering students educational opportunity.

Diversity

We are committed to reflecting in our student body, faculty and staff the rich cultural diversity of the communities we serve, and to reflecting in our curricula the diversity of our global community.

Student Success

We are committed to student success and to providing an educational environment that fosters active learning. Fundamental to this commitment are a dedicated, professional faculty and staff; specialized support services; assessment of student proficiency; and quality instruction in developmental education, liberal arts education, special interest/enrichment education, and technical and career education.

Personal and Professional Growth

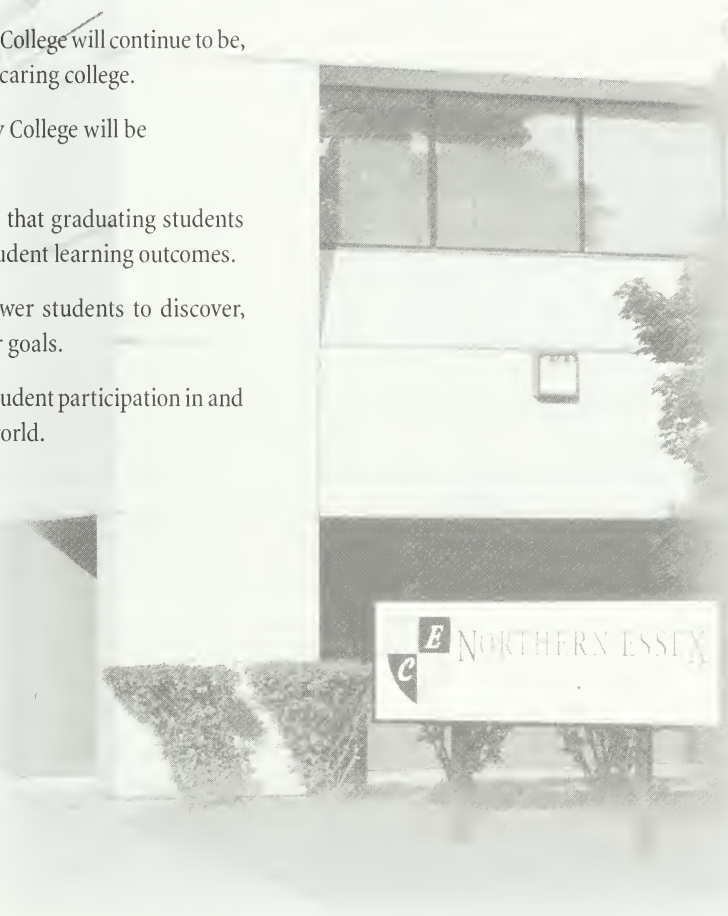
We are committed to the personal and professional growth of faculty, staff, and students alike. We believe that lifelong learning and active engagement in this process equip us with the knowledge and the willingness to change and to participate effectively in our personal lives, careers, and world.

Respect
We are committed to the mutual respect that enables faculty, staff, and students to grow and work together in a cooperative environment of shared governance, open communication, and fairness.

Partnership
We are committed to developing collaborative relationships within the college and among our various constituencies in the Merrimack Valley that enable us to anticipate, seek out, and address educational, cultural, and economic needs.

Northern Essex Community College 2004-2006 College Priorities

1. Northern Essex Community College will continue to be, and improve upon being, a caring college.
2. Northern Essex Community College will be accountable.
3. Northern Essex will ensure that graduating students can demonstrate a set of student learning outcomes.
4. Northern Essex will empower students to discover, articulate, and achieve their goals.
5. Northern Essex will foster student participation in and contribution to the larger world.



Admission

We encourage everyone to consider attending Northern Essex Community College. People have thought of a college as an educational resource for recent high school graduates. Northern Essex is this and much more.

- Students may enroll in a transfer program and continue their study at a four-year college after earning an associate degree. This allows completion of part of a student's education at a relatively low cost. Students enjoy the benefits of a faculty dedicated solely to teaching; not one whose primary emphasis is research.
- Students may enroll in an associate degree program leading to a job and career after graduation.
- Students may choose one of the career-oriented certificate programs to develop or upgrade a skill as quickly as possible.
- Students may study on a full- or part-time basis, days or evenings, and may begin in the fall, spring or summer.
- Students may complete their high school equivalency (GED) at Northern Essex.

Getting to Know Northern Essex

We encourage prospective students to visit the campus and to speak with our students and graduates. Satisfied students and alumni are our best endorsement. Campus tours are available. Please call the Office of Admission at 978-556-3600 to sign up. Our staff members are ready to answer questions or refer prospective students to someone who will assist in making initial education decisions.

Application for Admission/ Matriculation*

Northern Essex Community College accepts without discrimination all applicants meeting the admission standards for an associate degree, certificate or other academic program. Some programs require specific academic prerequisites for admission, others have enrollment limits. Please refer to the section on admissions standards, factors in admissions, and the program requirements listed in the catalog for more details. Applicants must be high school graduates or the equivalent, or meet ability-to-benefit guidelines.

Programs have different application timelines, information about current timelines by program is available in the Office of Admission.

Application/Matriculation forms can be obtained on our website (www.necc.mass.edu) or by contacting the Office of Admission. All applications must include a non-refundable fee of $25. Please include your high school/GED transcript and an official college transcript, if applicable. Admission decisions cannot be reached until applications are complete.

• A **matriculated** student is one who has met all admission requirements and has been accepted into a Major of Study as a degree or certificate candidate. A **non-matriculated** (non-degree status) student may enroll in a course or courses, but is not considered to be pursuing a degree or certificate.

Joint Admissions Programs

Northern Essex Community College participates in Joint Admissions Programs with the University of Massachusetts campuses and most of the Massachusetts state colleges. This program allows participating students guaranteed admission to the institution of their choice, provided they graduate from NECC in an approved associate degree program and with a minimum cumulative grade point average of 2.5. Participating students receive academic advising and support from the Academic Advising Center throughout their career with NECC.

It is highly recommended (for proper advising) that students interested in participating in Joint Admissions submit a Participation Form through the Office of Admission or the Academic Advising Center. It is recommended that the form be submitted prior to completing 30 credits. By the time students have completed 45 credits at NECC, before graduation, students must also complete the Intent to Enroll Form for the institution they plan to attend. As participants in Joint Admission, the Intent to Enroll Form serves as an application for that institution and the application fee is waived. Intent to Enroll Forms are available in the Academic Advising Center.

Tuition Advantage Program for the Commonwealth of Massachusetts Joint Admission Program

Through the Commonwealth's Tuition Advantage Program, participants who graduate from NECC with a minimum cumulative GPA of 3.0 will receive a 33% reduction on in-state tuition for up to two years, after they transfer to their Joint Admission school of choice. In order to continue to receive the tuition reduction the student must maintain a minimum GPA of 3.0 at the four-year institution.

Admission Standards

Standards for admission to academic programs at Northern Essex Community College are stated in this college catalog. The college reserves the right to determine the number of students to be enrolled in each program of instruction, and to utilize professional judgment in making admissions decisions.

Factors in Admission

The following may be considered in making admissions decisions:

The applicant's ability to benefit from the program; the availability of seats in the applicant's chosen program; the distance from the applicant's place of residence to the college; or the applicant's potential access to other postsecondary education opportunities. The college reserves the right to invoke a geographical preference factor for admission to a program when it is deemed necessary. This factor may be taken into consideration with other factors to determine a program admissions decision. When invoked for a program, the geographical preference order is:

- applicants from the college's primary service area;
- applicants from the college's secondary service area;
- applicants from Massachusetts, but outside these two areas;
- applicants who are eligible for the Regional Student Program (RSP) of the New England Board of Higher Education;
- applicants from out of state; and applicants who would qualify as foreign students if accepted; that is, on F-1 status.

Contact the Office of Admission for information about programs which currently have a geographical preference factor in effect.

Applicants with Disabilities

The information below applies to students entering credit AND non-credit courses.

Northern Essex Community College adheres to all non-discrimination laws. The College's policy regarding admissions and equal access to education prohibits discrimination on the basis of a disability. Applicants with disabilities are eligible for admission if they meet the academic requisites and technical requirements for admissions with or without reasonable modifications to rules, policies, practices, or the provision of reasonable accommodations and services (Section 504 of 1973 Rehabilitation Act).

It is the applicant's decision to identify as having a disability. It is voluntary. Applicants with a diagnosed disability seeking services during assessment testing, credit and non-credit classroom learning, and testing are required to submit comprehensive documentation to verify eligibility under Section 504 and the Americans with Disabilities Act, (ADA). Eligibility for services is based upon a documented disability that substantially limits some major life activity, including learning.

Applicants choosing to forward documentation to the Admissions Office need to be aware that it is forwarded to the Learning Accommodations Center. Approving and setting up ongoing services is a time consuming process. We encourage early requests for services before and throughout the semester.

Applicants are invited to contact the following offices for documentation guidelines, eligibility criteria, faculty/student rights and responsibilities, and service information.

Services for students with disabilities can contact:

Learning Accommodations Center
Voice: 978-556-3654 (TTY: 978-556-3655)
Fax: 978-556-3168 (Email: lacenter@necc.mass.edu)
Northern Essex Community College
100 Elliott Street, Haverhill, MA 01830

Services for students who are Deaf or hard of hearing contact:

Deaf and Hard of Hearing Services,
Voice: 978-556-3658 (TTY: 978-556-3673)
Northern Essex Community College,
100 Elliott Street, Haverhill, MA 01830

International Students

Northern Essex Community College welcomes international students each semester. International students, whose native language is other than English, will be required to demonstrate English skills. To demonstrate English skills one can take the TOEFL test in their country or take the assessment test here at Northern Essex Community College if they are here in the United States. A minimum TOEFL score of 500 (paper based test) or 173 (computer based test) is required for admission. If a prospective student takes the assessment test here at Northern Essex Community College, the results must show the student placing above ESL (English as a Second Language) courses. Prospective applicants should request an International Student Application Packet from the Office of Admission.

Transfer Credit

An **official** transcript from the previous college is required to award transfer credit. Students will be notified by mail from the Registrar's Office of the transfer credits awarded.

Transfer credit may be awarded for college level courses earned with a grade of C or better at another accredited institution. Grades given for transferred courses are not computed in the quality point average at Northern Essex Community College.

Credit may be granted for courses which have previously been counted toward a degree that an individual has been granted (whether baccalaureate or associate degree).

Courses that do not have an equivalency at NECC will be transferred in with the appropriate course prefix followed by the number of credits and the course title that appears on the transcripts from the previous institution.

Generally, transfer credits will not exceed 36 credits.

Advanced Placement

Students who take Advanced Placement courses and an Advanced Placement Test of the College Board in secondary school may be awarded advanced placement and credit at the college. Credit is granted on the basis of a three or higher score on the Advanced Placement Test.

Readmission to the College

Students who discontinue enrollment at Northern Essex may have to apply for readmission. Some academic departments have specific policies governing readmission.

Cooperative Ventures

Northern Essex Community College has entered into a number of articulation agreements with regional vocational schools and comprehensive high schools to grant college credit and advanced placement for superlative students who have completed advanced course work in areas such as electronics, drafting, computer and information sciences, business, health technology, math and science. This effort is ongoing, and more schools and programs are expected to be added in the future. To date, agreements have been signed with the following schools listed on the next page.

Tech Prep & Secondary/Postsecondary Program Pathways

Tech Prep is a challenging and systematic program of study for students at participating high schools who wish to receive either college credit or advanced placement standing in specified fields of study for programs completed while still in high school. Contact the Center for Adult & Alternative Studies (CAAS) at 978-556-3308 if you graduated from high school as a Tech Prep or MVOTEC student.

NECC has program pathway agreements with the following secondary schools:

- Amesbury High School*
- Chelmsford High School*
- Georgetown Middle High School
- Greater Lawrence Technical School*
- Greater Lowell Regional Vocational High School
- Methuen High School
- Shawsheen Valley Technical High School*
- Triton Regional High School
- Winnacunnet Cooperative High School
- Whittier Regional Vocational Technical High School*

* Tech Prep

For Further Information

All inquiries, requests for forms or other material, or questions pertaining to application, admission and matriculation should be sent to the Office of Admission, Northern Essex Community College, 100 Elliott Street, Haverhill, MA 01830 or call 978-556-3600.

All inquiries, requests for forms or questions pertaining to registration should be sent to the Registrar's Office, Northern Essex Community College, 100 Elliott Street, Haverhill, MA 01830 or call 978-556-3700.

Cost of Attendance

Mandatory tuition rates for Northern Essex Community College are established by the Board of Higher Education of the Commonwealth of Massachusetts. The Northern Essex Community College Board of Trustees authorizes discretionary fee schedules for the college. *Changes in both tuition and fees may occur in future semesters and other unique fees may be charged.*

With the exception of specific programs or courses, such as the Evening Nursing courses, all credit courses, regardless of meeting time, are charged the same cost per credit, based on the student's legal residence.

EFFECTIVE FALL 2004

MASSACHUSETTS RESIDENT

(Tuition Portion: $25 per credit hour) $99.00

NON-RESIDENT QUALIFYING FOR THE NEW ENGLAND REGIONAL STUDENT PROGRAM

(Tuition Portion: $38 per credit hour) $116.00

NON-RESIDENT AND FOREIGN STUDENT (F-1 VISA)

(Tuition Portion: $266 per credit hour) $340.00

NURSING COURSES (NON-STATE SUPPORTED) ONLY

Massachusetts Resident (Per credit hour) $163.00
Non-Resident (Per credit hour) $209.00
Foreign/Out-of-State $340.00

NON-CREDIT (SPECIAL INTEREST) COURSES

Tuition for these courses varies, depending upon length of course; materials fees may be required.

ADDITIONAL FEES THAT MAY APPLY

Mandatory Health Insurance
Academic year 9/1/04 through 8/31/05.....$572.00

Malpractice Insurance Fee
For courses requiring this coverage $14.50

Capital Fee (Charged to specialized courses).....$10.00

Testing Fees (Charged to a limited number of allied health courses) ..... variable

Graduation Fee..... variable

Transcript Fee (Per copy).....$10.00

Bad Check Fee (Per bad check) $25.00

MASSPIRG (Per semester (optional fee)) $7.00

A description of MASSPIRG can be found on page 13.

Note: These fees are subject to change in future terms. Visit the NECC website at www.necc.mass.edu for the most current information.

Refund Policy

Due to recent changes in administration as well as the installation of a new computer system, the College will adopt a date-driven refund policy. These refund dates will be published in the academic calendar.

Financial Aid Refund Policy

For financial aid recipients the refund policy is applied according to current federal regulations. For further information contact the Financial Aid office.

Residency and Tuition

Students must be legal residents of Massachusetts to be eligible for the in-state (resident) tuition rate. Non-residents pay a non-resident tuition rate set by the Board of Higher Education. In general, one is considered a Massachusetts resident if one has been in continuous residence in Massachusetts for six months immediately prior to the beginning of an NECC academic term. Foreign students are not eligible to be Massachusetts residents. For more information about residency, contact the Office of Admission at 978-556-3600. For more information about tuition and fees, contact the Bursar at 978-556-3895.

New England Regional Student Program

Prospective students may be eligible for participation in the New England Regional Student Program (NERSP) if a program of study is not offered in their home state; if Northern Essex Community College is closer to their legal residence than their home state institution; and if the program of study is open under the NERSP. Students must be legal residents of a New England state, qualify for, and be accepted through, the Regional Student Program

(NERSP) of the New England Board of Higher Education to be eligible for the NERSP rate. For more information about the New England Regional Student Program, contact the Office of Admission.

Mandatory Health Insurance

The Massachusetts Mandatory Health Insurance Law requires that all students carrying nine credits or more must participate in the Massachusetts Regional Community Colleges' Student Accident and Sickness Insurance Plan or in a health insurance program with comparable coverage. Students who have comparable coverage may waive this fee.

Financial Aid Tuition Waiver Awards

Tuition Waivers, awarded by the Financial Aid Office to Massachusetts residents only, may be used to defray tuition costs at the current rate of $25.00 per credit, subject to change.

Massachusetts National Guard Tuition Waivers

Members in good standing of the active Massachusetts Army or Air National Guard, are eligible for tuition waivers in accordance with Chapter 15A and Chapter 33 of the Massachusetts General Laws. This tuition waiver may be used to pay for state-supported courses only, at the current rate of $25.00 per credit, subject to change.

Veterans Tuition Waivers

Veterans Tuition Waivers may be used to defray tuition costs at the current rate of $25.00 per credit, subject to change. Check with the Veterans' Benefits Coordinator in the Financial Aid Office to determine eligibility for this program.

Massachusetts Rehabilitation Commission/ Commission for the Blind Tuition Waivers

The Board of Higher Education's Tuition Waiver Program Guidelines has been extended to include eligible clients of the Massachusetts Rehabilitation Commission and Commission for the Blind. This tuition waiver may be used to defray tuition costs at the current rate of $25.00 per credit. See the Financial Aid Office for details.

Gold Card/Senior Citizens Waivers

Any Massachusetts resident aged 60 or older may take credit courses on a seat available basis. The current credit course discount is $25.00 per credit. All other fees must be paid.

Commonwealth of Massachusetts Employee Tuition Remissions

Tuition Remission (Exemption) benefits offered to certain state employees and their dependents are applicable in the state-supported (Day Division) courses at the rate of $25.00 per credit and in non-state supported (Continuing Education Services) courses at the rate of $12.50 per credit. These rates are subject to change.

Installment Plan

Northern Essex Community College offers an installment plan for those students who might prefer to budget their college expenses in the Fall and Spring semesters, at a non-refundable cost of $35.00 per semester. There are no other interest or fee charges.

Third Party Payment

Students whose accounts will be paid in full or in part by a third party provider such as Massachusetts Department of Rehabilitation, private scholarship, employee tuition plan, etc. must submit proof of unconditional payment guarantee.

MASSPIRG

MASSPIRG (Massachusetts Student Public Interest Research Group) is a non-profit environmental and consumer organization directed solely by students. MASSPIRG was founded in 1972 and now has chapters on twenty-eight campuses throughout Massachusetts. Students at Northern Essex voted to establish a MASSPIRG chapter in the fall of 1990. Some of MASSPIRG's more recent accomplishments include passage of the Massachusetts Clean Air Act, passage of legislation requiring reduced use of toxic substances, and enactment of new and used car lemon laws. MASSPIRG is able to do this work because students have voted to fund the organization through a waivable fee on their tuition bill.

Audit of Classes

The cost to audit credit courses is the same rate as listed under Tuition and Fees. To audit a course, obtain a Permission to Audit form at the Registrar's Office.

Charge-A-Course

(MasterCard/VISA/Discover/AmEx)

Students may charge tuition and fees for courses taken at Northern Essex Community College.

Non-Payment Policy

It is the policy of the Board of Higher Education that students or former students who are listed by the Bursar's Office as having unpaid debts for tuition or other college-related charges, where said debts have not been discharged by operation of law or where deferred payment of said debts has not been agreed to by said college will not (1) be issued any diploma to which said students might otherwise be entitled; (2) be permitted to register for any program at any state college for which said students might otherwise be eligible; and (3) be furnished a certified copy of any state college transcript, although said students will be entitled, upon written request, to inspect and review uncertified copies of their transcripts.

Students with unpaid debts will not be permitted to register for future semesters nor receive official transcripts. Furthermore, after diligent efforts have been made to collect delinquent debt, accounts will be turned over to a collection agency. The College will also refer the debt to the Commonwealth's new Intercept Program which intercepts payments to the debtor by the Commonwealth as well as state income tax refunds being issued to these individuals.

Withdrawal from College

Matriculated students who have been accepted to a college program and must discontinue their studies, must officially withdraw in writing, by completing a Withdrawal from College form. Forms are available in the Office of Admission and the Registrar's office.

Financial Aid

The function of the Office of Financial Aid is to provide information about student financial assistance programs for those students who would otherwise be unable to attend college because of economic limitations. Based on an individual's financial need, the Office of Financial Aid allocates funds to assist eligible students in paying for the cost of their college education. Assistance is provided through several sources and a student may receive a combination of more than one type of aid. The amount and type of financial aid a student receives is subject to the allocation levels of the various aid programs and is governed by federal, state and college regulations. A student must be enrolled in a degree or certificate program in order to receive financial aid.

Applying for Financial Aid

To apply for all financial aid funds awarded by NECC, a student must submit a Free Application for Federal Student Aid (FAFSA), a Financial Aid Verification Worksheet, and all appropriate income verification documentation. Applications are available year-round; however, due to limited funding, students are urged to apply early. Applications filed prior to April 24 for the Fall semester will receive priority. Students applying for aid for the first time for the Spring semester should complete the application process prior to November 1.

How Need is Determined

Financial Aid is awarded on the basis of financial need. Financial need is the difference between the estimated cost of attendance and the calculated amount the student and family can reasonably be expected to provide based on the FAFSA. The estimated cost of attendance includes tuition, fees, books, room and board, transportation, supplies, and personal expenses. The student and family contribution is affected by taxable and untaxed income, assets, number of dependents, number in the household, the number of family members in college and other necessary or unusual expenses.

Eligibility

In order to be eligible a student must meet all of the following criteria:

1. demonstrate financial need;
2. maintain satisfactory academic and financial aid progress;
3. be enrolled in a degree or certificate program;
4. be enrolled on at least a half time basis (6 credits) if applying for a student loan or work-study, and at least 3 credits for a grant, depending on financial need;
5. be a U.S. citizen or eligible noncitizen;
6. not owe a refund on a Federal Pell Grant or be in default on a Federal Perkins Loan (formerly NDSL), Federal Stafford Loan (formerly GSL), Parent Loan for Undergraduate Students (PLUS) or Supplemental Loan for Independent Students;
7. have a valid social security number;
8. have a high school diploma or a General Education Development (GED) certificate or must pass an independently administered test and have the ability to benefit (see Admissions);
9. be registered with the Selective Service, if required.

Financial Aid Award Package

An award package may be a combination of any of the following aid programs. A Free Application for Federal Student Aid (FAFSA) must be completed to receive consideration for these awards. Priority is given to those students who file on or before April 24. Student's who have a BA or higher may only receive loans or work study.

Federal Pell Grant
A program funded by the federal government. Once an applicant has completed the application process, a Student Aid Report (SAR) will be sent directly to the applicant. The award amount will be based on the student's enrollment status and the calculated family contribution. All pages of the SAR must be sent to the Office of Financial Aid before an applicant can receive a grant.

Massachusetts Need Based Tuition Waiver Program
The tuition waiver award is made to students with financial need. This award will waive the tuition charge up to the amount awarded. Financial need is determined by the Office of Financial Aid using the federally approved needs analysis system. Students receiving this award may be limited to tuition waivers for state-supported classes. Recipients must be Massachusetts residents.

Massachusetts Cash Grant Program
A program funded by the state. This award is made to students with financial need based on the federal analysis system. Recipients must be Massachusetts residents.

Federal Supplemental Educational Opportunity Grant
A grant for students who would be unable to attend school without this aid. This award is limited to undergraduate students receiving Pell Grants. Students with a bachelor's degree are not eligible for this aid.

Massachusetts State Scholarship
Awarded to needy students who are Massachusetts residents. The priority filing date is May 1st. This program is administered by the Board of Higher Education and utilizes the FAFSA as the application form.

Federal Work-Study
Provides an opportunity for students to work on or off campus. Funds are awarded to students with the greatest need. Students are paid every two weeks for the hours they have worked.

Federal Stafford Loan Program
A low-interest, long-term loan available through participating banks. The variable interest charge for new borrowers will be paid to the bank by the federal government while students are in school and during a six-month grace period after leaving school. This loan is based on financial need. An unsubsidized Federal Stafford Loan is available to students who do not demonstrate financial need.

Federal Unsubsidized Stafford Loan
A federally guaranteed loan available to "independent" students to help meet costs of education. Some banks will allow the deferment (capitalization) of the interest and principal during enrollment periods.

Federal Parent Loan Program
A federally guaranteed loan available to parents of "dependent" students to help meet the costs of education.

Satisfactory Academic Progress

The United States Department of Education has established regulations regarding satisfactory academic progress for use in the awarding of student financial assistance. These regulations provide parameters for institutions to use in establishing their specific standards of satisfactory progress for purposes of awarding student financial assistance (Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, Federal Work Study, Federal Stafford/PLUS Loan, State Student Incentive Grant Programs, and other financial aid programs offered by the college). Students who are not making satisfactory academic progress are prohibited from receiving financial aid. A complete copy of the Northern Essex Community College criteria for determining satisfactory academic progress is available in the Financial Aid Office.

NECC Scholarships

NECC has over 250 scholarships available to students. Over $110,00 is raised for scholarships every year from private donors. Scholarship awards range from $100-$1,500 and go towards Fall Semester tuition and fees. Applications are available in early Spring.

General Scholarship Process

There is one general scholarship application for returning students to complete, which is used by over 100 different scholarship selection committees. These scholarships are designed to assist students once they have completed 9 credit hours at NECC. Each different scholarship has unique selection criteria to accommodate Northern Essex's diverse student population. Applications are available in the Financial Aid Office.

Scholarships Requiring Separate Applications

There are also scholarships available for which a separate application is required. Each scholarship has their own unique process, selection criteria, requirements, and deadlines. Applications are available in the Financial Aid Office unless indicated otherwise:

- President Emeritus Harold Bentley Memorial Scholarship
- John Spurk Memorial Scholarship
- Dental Assistant Scholarship: Applications are available through NECC Dental Assistant Program Coordinator.

Special Scholarships for First-time, New Students

- NECC Alumni Scholarship for Incoming Freshman: Applications are available through high school guidance counselors or the NECC Alumni Director.
- NECC Presidential Scholarship: This scholarship is available for specific high schools only. Applications are available through high school guidance counselors or NECC Recruitment Specialist.

Veterans and Active Duty Service Persons

Students who are veterans, active reservists, on active duty with the National Guard or eligible dependents of a veteran may be eligible for educational benefits through one of the programs summarized below:

Federal GI Benefits: Monthly allotment to eligible veterans who entered the service after July 1, 1985.

Chapter 106 GI Benefits: Monthly allotment to eligible Active Duty National Guard or Active Duty Reservist who entered the guard or reserves after July 1, 1985 with a six year obligation.

State Tuition Exemption Program: A benefit available to certain categories of Veterans who have resided in Massachusetts for at least one year immediately prior to going to school.

National Guard Tuition Exemption Program: Eligible members of a Massachusetts Guard Unit may be eligible for a tuition waiver of state funded courses.

For more information about veterans services and benefits, contact the Financial Aid office, telephone 978-556-3769, or -3737.

Student Life

At Northern Essex students are encouraged to take advantage of the many programs and services that help them to grow and learn outside the classroom. These co-curricular programs and services are sponsored by the departments that make up the College Life and Healthy Living Unit: the Student Activities and Orientation Department, the Athletic Department, the Wellness and Fitness Center and Student Health Services. Together these departments work to provide students with opportunities and experiences that are interesting, challenging and enjoyable, and that contribute to their overall well-being. From intramural sports to the Leadership Development Program, at Northern Essex, student life outside the classroom is a "value added" experience, helping to provide students with a well-rounded education.

The Sport and Fitness Center, Spurk Building and the Quad Area serve as the base for student life on campus. The Athletic Department, the Student Activities and Orientation Department and the Wellness and Fitness Center are all located in the Sport & Fitness Center. The Center also houses the college gymnasium, men's and women's locker rooms, and the Campus Game Room featuring pool, ping-pong and board games, a student lounge and a snack bar. There is also an equipment desk where students may borrow various types of sports equipment. Adjacent to the Sport and Fitness Center is an outdoor track, soccer field, baseball field, softball field, an outdoor basketball court and handball courts. The Center also houses a dance studio and the Little Sprouts Childcare Enrichment Center.

Jitters Café, the student newspaper the Observer, and the Top Notch Theater are all located in the Spurk Building. In addition to providing food and beverages, Jitters Café is used for events such as poetry slams and musical performances. The Observer newsroom is located on the second floor. And the Top Notch Theater, home to the Top Notch Players, the College's student theater group, is located on the third floor.

The Quad Area located in the outdoor quadrangle between Spurk Building, B and E Buildings, provides students with a pleasant space to eat lunch, relax between classes, or study with friends during the warmer months of the year.

Student Activities & Orientation Department

Through involvement in co-curricular activities, students have opportunities to develop leadership skills, new friendships, and become more socially responsible and culturally enriched.

Activities and opportunities available through the Student Activities & Orientation Department include the Student Government Association, over 15 clubs including academic/social/creative arts clubs, the student newspaper (Observer), and the student literary magazine (Parnassus).

Other programs available to students include the Student Enrichment Program and the Student Leadership Development Program. For more information on programs and services offered through the Student Activities & Orientation Department call 978-556-3731.

Student Senate

The Student Senate is the elected body of the Student Government Association (SGA) and is governed by the SGA Constitution and Bylaws. The Student Senate works as a team to promote the rights and act on the concerns of students. Members of the Student Senate may participate in national conferences, leadership retreats, seminars and community programs which provide valuable transferable skills. For information on how to become a member of the Student Senate, contact the Student Activities & Orientation Department at 978-556-3731.

Student Identification Card

Student Identification cards are issued for new students through the Student Activities & Orientation Department. The Student Identification Card is required for access to all NECC computer labs. The ID card also enables students to borrow audio visual equipment, gain admittance to the Sport and Fitness Center facilities, take out intramural/recreation equipment and receive discounts at certain area businesses. To report a lost identification card, contact the Student Activities & Orientation Department.

Housing

Housing facilities are not provided by or supervised by Northern Essex Community College. The Student Activities & Orientation Department maintains a list of housing available to students in the immediate college area. Bulletin boards listing housing availability are located in the hallway adjacent to the Student Activities & Orientation Office in the Sport & Fitness Center on the Haverhill campus and opposite room 134 on the Lawrence campus.

Intercollegiate Athletics and Campus Recreation

The intercollegiate athletic programs at NECC combine a rich tradition of success at the state, regional, and national level with a Division III philosophy. The Athletic Department offers women's volleyball, men and women's cross-country, baseball and men and women's basketball. Club sports programs are developed in accordance with student interest.

The Campus Recreation program offers a variety of competitive and noncompetitive sports, outdoor activities, and Game Room programs. Intramural sports include flag football, indoor soccer, co-ed volleyball, floor hockey, three-on-three basketball and foul shooting contests. Outdoor activities include hiking, rock climbing, cross country skiing, canoeing, and white-water rafting. Aerobics classes, bowling, ping-pong and billiards round out the recreational offerings at Northern Essex. For more information on intercollegiate athletics or the Campus Recreation program, contact the Athletic Department at 978-556-3820.

The Wellness and Fitness Center features Eagle Cybex strength training equipment, free weights and cable TV. Cardiovascular equipment includes treadmills, stairclimbers, stationary bicycles, elliptical steppers, and rowing ergometers. Throughout the academic year the Center offers motivational programs, fitness classes, and wellness workshops. The Coordinator of the Wellness and Fitness Center is available for one-on-one exercise consultations by appointment. For more information on the Wellness and Fitness Center call 978-556-3819.

Child Care Service

IN HAVERHILL

Professional child care services are available on the Haverhill campus at Little Sprouts Child Enrichment Center located in the Sport and Fitness Center. From the indoor space which promotes discovery and learning to the custom-designed outdoor playground, the Center is an ideal environment for children. The Center offers full day care, 6:00 a.m. to 6:00 p.m. for children from four weeks of age through age seven. Full, part-time and flexible child-care hours are arranged to meet individual needs. Tuition assistance is also available to those eligible for the state-funded voucher program, to student parents who meet financial assistance eligibility guidelines, and through the Max Feigenbaum Scholarship Fund. For more information, call 978-374-6133.

IN LAWRENCE

Regular and drop in child care is available at the Campus Learning Center located at the Lawrence Campus. The Campus Learning Center offers quality child care during daytime hours in a facility specially designed for children.

Care is available for the Daytime Program, Monday through Friday mornings from 7:00 a.m. to 5:00 p.m., for children ages 2 years and 9 months to 5 years old. Evening Program care is available Monday through Thursday, 5:00 p. m. to 10:00 p. m. Tuition assistance is available for those demonstrating financial need. For more information, contact the Director at 978-689-9980.

Other Resources and Referrals

CHILDCARE CIRCUIT

Provides referrals to openings in licensed childcare centers in the Merrimack Valley and helps parents locate and evaluate suitable services. There is a nominal fee, but you may qualify for a waiver. Information can be obtained at the Childcare Circuit, 190 Hampshire Street, Lawrence, MA 01840, telephone 978- 686-4288.

FAMILY DAY CARE

Information about services and programs can be obtained by calling the Greater Haverhill Family Day Care Associates local volunteer referral service coordinators at 978-0372-8141.

TUITION ASSISTANCE

Available to those eligible for the Day Care Voucher Reimbursement Program. Contact the Childcare Circuit, 190 Hampshire Street, Lawrence, MA 01840, 978-686-4288.

Student Health Services

Student Health Services processes and maintains student medical records related to the Massachusetts College Immunization Law and health requirements for students majoring in Health and Human Service programs. All full-time students (12 credits or more) and all full and part-time students attending classes while on a student or other visa are required to be in compliance with the Massachusetts College Immunization Law before enrolling at the college. Health and Human Services program majors must be in compliance with immunization as well as specific program requirements before enrolling. For further information see the Policies Section page 211.

NEW Immunization Requirement
Note: Beginning in Fall 2001 all incoming students who are Full Time (12 credits or more) must show proof of immunization for Hepatitis B.

NECC Student Health Services also works to promote healthy behaviors and lifestyles through health education programs and services. Weekly outreach tables provide health education, health screenings, and referrals to community health care agencies, testing sites, and clinics. Special emphasis is given to substance abuse and HIV education and prevention.

Student Health Services offers cholesterol screenings, and American Heart Association CPR classes, and over-the-counter medicines for colds, headaches, and upset stomach are available for a nominal fee.

For more information contact Student Health Services in Lawrence at 978-738-7483.

Learning Accommodations Center

Services For Students Who Have Disabilities or are Deaf or Hard of Hearing

Northern Essex Community College is committed to promoting equitable access to its programs, services, and facilities for all students. To this end, the College, through its Learning Accommodations Center, and in partnership with students, provides reasonable accommodations and services to eligible students who have disabilities, or are Deaf or Hard of Hearing. The Learning Accommodations Center recommends reasonable accommodations on a case-by-case, semester-by-semester basis. Two federal laws, the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973, mandate that postsecondary institutions provide reasonable accommodations to students who have been determined eligible for disability services. The intent of this mandate is to eliminate disadvantages that may be imposed by one or more disabilities in the academic environment. Reasonable accommodations do not lower academic standards, but rather attempt to provide the same academic opportunities to students with disabilities as to their peers. The Learning Accommodations Center (LA Center) at NECC is responsible for advising the College of its responsibilities as mandated by these laws. LA Center staff offer support, information, training and consultation for staff and faculty. Also, students are responsible for managing their accommodations in alliance with the LA Center.

Disclosure of Disability/Confidentiality

The College prohibits discrimination on the basis of a disability. Typically, students are not required to disclose disability; it is voluntary. However, students seeking services and reasonable accommodations are required to disclose and submit documentation of disability to the LA Center. Documentation and "type" of disability are held in confidence and reviewed by LA Center staff in order to determine eligibility for reasonable accommodations and services. Disability type is released only with written authorization by the student.

Eligibility/Documentation

Eligibility for services is based on comprehensive documentation of disability that substantially limits some major life activity, including learning. The final determination regarding eligibility for services and type of recommended accommodation is made by the LA Center. Reasonable accommodations are based on the current impact of the disability on academic performance. Feel free to discuss any concerns you may have about eligibility requirements or services with LA Center staff, or if you prefer, with the NECC ADA/504 Compliance Officer.

In order for a student to receive services through the LA Center, documentation that identifies and describes one or more specific disabilities must be submitted. We understand that high school, vocational rehabilitation services, and other resource documentation guidelines may differ from ours. However, due to the laws governing postsecondary institutions' obligations, without this specific documentation, a student can be refused services (although some assistance may be provided pending receipt of documentation). Contact the LA Center staff about documentation requirements for specific types of disabilities.

Accommodations

Students requesting reasonable accommodations for the first time during assessment testing and/or credit or non credit classroom learning are invited to set up an appointment to request services at the Center. Arranging accommodations can be a complex, time consuming process. We recommend first-time service requests be made **at least 8 weeks** prior to assessment testing or the first day of class. Students may make first time requests at any point in the semester, but should understand the Center will require adequate time to approve and coordinate accommodations.

We also ask that service renewal requests be made **at least 8 weeks** prior to each semester. We will do our best to provide reasonable accommodations with timely requests. Active students who are approved for services are required to give a minimum of 7 working days' notice to arrange testing and some classroom accommodations throughout the semester.

The services of the Learning Accommodations Center are offered through four specialty areas:

Disability Services Management

This area serves as the "core" of the Learning Accommodations Center as the service delivery agent for most accommodations. Students with most types of disabilities will receive their accommodations and services here. Disability Services Management provides a wide array of services. These services include:

- access enrollment consultation
- assistive technology consultation and training
- paraprofessional accommodation assistants
- classroom and environmental modifications
- disability-related advising and educational counseling
- information and referral
- mediation with faculty
- workshops and support groups (i.e. self advocacy training, high school to college)

For more information, call 978-556-3654/V or 978-556-3655/TTY.

Supported Education (for students with psychiatric disabilities)

Supported Education is a program of individualized support for otherwise-qualified students who have psychiatric disabilities. Participants are helped to set and achieve educational goals by a personalized combination of services, including:

- assistance with enrollment procedures
- supportive and educational advising
- symptom management strategies
- service referral and coordination
- accommodations
- academic and social skill enhancement
- mediation with faculty

Prospective students are encouraged to contact the program as early as possible prior to planned entrance to NECC. Call 978-556-3654/V or 978-556-3655/TTY.

Deaf and Hard of Hearing Services

Deaf and Hard of Hearing Services is responsible for coordinating all aspects of services and accommodations for Deaf or Hard of Hearing students. The following are among the services and accommodations available:

- interpreting/CART services/C-Print
- assistive listening technology equipment
- Notetaking Services referral
- access advocacy
- cultural awareness training
- facilitation of educational advising
- resource availability
- referral information

Documentation (e.g. audiogram) and a "Request for Services" meeting are required prior to the delivery of services. Department staff work closely with campus and community resources to provide an optimum array of services. Call 978-556-3673/TTY or 978-556-3658/V.

Interpreting Services for Deaf and Hard of Hearing

The following are among the services available:

- interpreting/CART services /C-Print
- interpreting for college special events and activities

Students must request services through Deaf and Hard of Hearing Services before classroom accommodations are set up. All Northern Essex interpreters are professionals who are certified by the National Registry of Interpreters for the Deaf, or who have passed a state quality assurance screening. For services call 978-556-3897 TTY/Voice.

Other Services

Training/Consultations are available to faculty, staff, students, administrators, community agencies and area high schools.

Emergency Evacuation Assistance may be prerequested by contacting the Security Office. It is the responsibility of students needing physical assistance during an emergency evacuation to inform the Security Office, instructors, and the Center, and to forward a copy of the **current class schedule** to the Security Office **every semester** that emergency evacuation assistance is needed.

Accessible Parking: contact the Security Office for further information 978-556-3689 Haverhill Campus, 978-738-7499 Lawrence Campus.

Americans with Disabilities Act Coordinator or 504 Compliance Officer: (See Affirmative Action, Nondiscrimination and Accessibility section of the College Policies on page 141 for more information).

For More Information

Contact the Learning Accommodations Center Voice: 978-556-3654, TTY: 978-556-3655, Fax: 978-556-3168, (E-mail: lacenter@necc.mass. edu) Northern Essex Community College.

Workforce Development

Workforce Training

In addition to the more traditional career education and training opportunities offered through various college academic divisions, one of Northern Essex Community College's top priorities is to play a key role in the economic and workforce development of the region it serves. The college's goal is to become the workforce training and development provider of choice. NECC assists area businesses and individuals who need customized credit and non-credit training and education through its Center for Business and Industry, Northeast Regional Training Center for State and Municipal Employees, Institute for Community & Workforce Development, NECC/HUD Community Institute of Business Education and Small Business Development Center along with much community outreach, collaboration and partnerships.

Center for Business and Industry

For over 20 years, the Center for Business and Industry at Northern Essex Community College has been contributing to the economic and workforce development of the region. CBI helps companies and organizations become healthier and more competitive through highly targeted hands-on training, consulting and related services of the highest quality at affordable prices. Subsequently CBI has gained a reputation for offering *The Perfect Fit in Workforce Training* and has become the Merrimack Valley's preferred provider of customized, results-oriented workforce training.

Northeast Regional Training Center

NECC is the Northeast Regional Training Center for the Commonwealth of Massachusetts for Workforce Development. Offering expanded training opportunities for both public and private employees, the Regional Training Center is located at the Haverhill campus and features a state-of-the-art facility that includes computer and professional development training.

Career Development Center

See also Career Assistance section on page 30.

Business & Professional Development

In addition to the programs and services listed here, see also Continuing Education section on page 25.

CPE Institute for Accountants

CPE Institute courses are designed to meet mandatory Continuing Professional Education (CPE) requirements for certified public accountants (MA/NH/ AICPA). Programs are intermediate level. There are no prerequisites but participants should have basic knowledge in the areas of discussion. Most programs are designed for business and professional groups, but they may also be of interest to the general public. Tax courses meet requirements for enrolled agents.

Small Business Development Center

The Massachusetts Small Business Development Center is a partnership with the U.S. Small Business Administration, the Massachusetts Department of Business and Technology, U-Mass/Amherst School of Management, Salem State College and Northern Essex that provides one-on-one counseling assistance to small businesses or prospective small businesses free of charge.

Institute for Community & Workforce Development

The Institute for Community and Workforce Development is a unit within NECC's Business Division intended to provide education and training for community residents in diverse areas of workforce development. Additionally, the Institute conducts evaluation and research on community and workforce development issues, along with dissemination relevant information. Its three main objectives are:

- To help those in the workforce and employers understand the experiences and conditions of those living and working in the Merrimack Valley.
- To do applied research that assists in the development and improvement of policy in community and workforce development.
- To support and expand the involvement of those individuals in the workforce, business, policy makers, organizers and planners in education and training.

Continuing Education

The primary goal of Continuing Education is to help people improve existing skills or learn new ones and grow in understanding and in personal satisfaction.

Non Credit Special Interest Classes

Non-credit special interest classes are offered for self enrichment and skill development and cover a variety of topics including entrepreneurship, career growth, languages, finance, computers, health, gardening, arts and crafts, music and dance, cooking, and sports and fitness. These courses are offered at the Haverhill and Lawrence campuses, at extension campuses in Andover, Methuen, and at various off campus sites throughout the Merrimack Valley.

On Line Learning

Many courses are delivered to students in an online interactive format via the Internet. Students are able to read lessons, complete assignments and ask questions via the convenience of their home or office. Strongly appeals to students whose busy lives make it inconvenient or impossible to participate on campus.

Career Training

There are many short term, non-credit career training opportunities available through Continuing Education Services. Non-credit training may be the perfect outlet for those looking to acquire new skills as they transition into new career paths. Some of the new careers available for you to explore include license preparation for Professional Truck Driving, Home Inspection, Manicuring, and exam prep for Electrical Code and Theory. Additional fields are Bartending, ServSafe, and Real Estate. New programs are always being developed and Continuing Education may be the place to consider when making a decision about a new direction.

Older Adults

Life Long Learning is a year round program for age 50+ adults. It features trips, study groups and stimulating weekly lectures on subjects that are cultural, historical and educational in content.

Business and Professional Development

More than 15 non-credit professional development certificate programs are offered to enhance the skills, knowledge, and careers of individuals working in a wide variety of occupations including Sales, Marketing and Customer Service, Human Resources, Training and Coaching, Real Estate Sales and Property Management, Special Events Planning, Media Relations, Nonprofit Administration and Funding, Project Management, Supervisory Skills and Supply Chain Management. Additional courses are offered to enhance specific workplace skills such as public speaking.

Business development programs and consulting services are designed to assist would-be business owners to start new ventures and to help owners of existing businesses become more successful. These entrepreneurship and small business programs include the Entrepreneurial Training Certificate Program, workshops and consulting services provided through a partnership with the Small Business Development Center at Salem State College, and numerous courses providing general business knowledge, skills and strategies, and courses pertinent to specific types of businesses.

These non-credit programs are taught by professionals with extensive real-world experience, and are offered days, evening and weekends. These courses can also be customized for you workplace and brought on-site.

Gallaudet University Regional Center

Gallaudet University Regional Center at NECC is an extension of Gallaudet University of Washington D.C. and provides information and continuing education to the Deaf and hard of hearing community, their families and service providers in the Northeast Region of the U.S.

Academic Support

Academic Advising

FACULTY ADVISORS

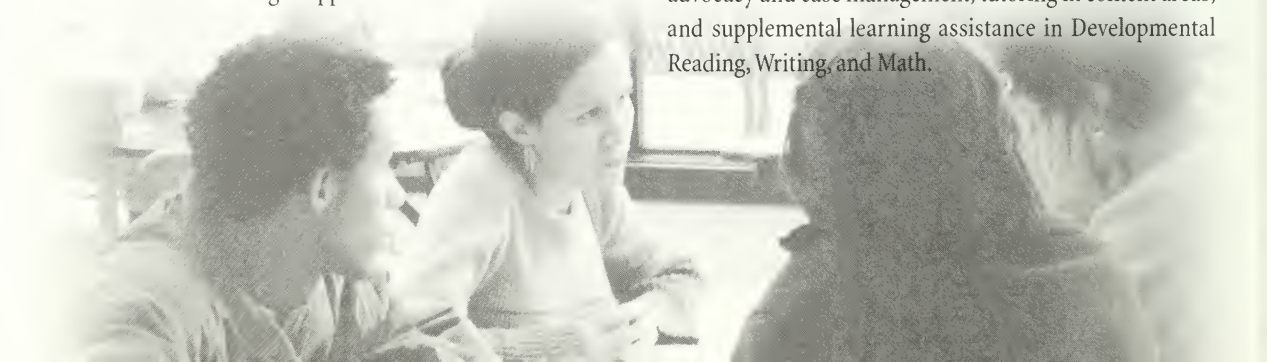
Most students who are matriculated (formally enrolled) in an academic program and who are taking classes Monday through Friday before 5:00 p.m. are provided with a faculty advisor. The faculty advisor is usually a member of the academic department in which the student is enrolled. They may assist students with such things as: course selection and registration, information regarding careers in their major field, general information about college resources and support services, and transfer assistance. It is the role of the advisor to help students utilize the resources of the college and the community in order to achieve their academic, career and personal goals.

ACADEMIC ADVISING CENTER

The Academic Advising Center exists to provide students not assigned to faculty advisors with academic and transfer advising. The Center also supplements the delivery of academic information for new students who have not been assigned an advisor yet, as well as, returning students who need questions answered when their assigned advisor is not available.

The Academic Advising Center provides:

- Information about Academic Programs
- Information about course requirements and electives
- Help with course selection and registration
- Assessment of courses needed to complete academic program
- Transfer information
- Referral to College Support Services



Academic Support Services

The Assessment Center provides all students with mandatory skills assessments in accordance with the requirements of the Massachusetts Board of Higher Education. The computer based Accuplacer test measures students' skills in the areas of reading and math. A written essay test is also required. The results of the assessment are used to determine initial course placement and will ascertain whether a student is required to enroll in developmental or ESL courses prior to beginning college level classes. The academic skills assessment is required, prior to registration, for all students in one or more of the following categories:

- All students enrolling in a degree or certificate program
- All students enrolling in an English Composition or developmental reading course
- All students enrolling in any math course
- All students who have completed six credits

Assessments are free of charge. Sample questions are available for viewing on our website at www.necc.mass.edu/departments/assessment. No appointment is necessary at the Haverhill campus. Call our express line at 978-556-3428 for current test dates. For other inquiries, call 978-556-3872.

PACE - PATHWAYS TO ACADEMIC AND CAREER EXCELLENCE - TRIO (FEDERAL) FUNDED

Pace provides a comprehensive network of support and retention services for 250 first generation, low income, and/or academically disadvantaged students. Services include: Mentoring; academic guidance; career development workshops; transfer advising; cultural field trips; advocacy and case management; tutoring in content areas; and supplemental learning assistance in Developmental Reading, Writing, and Math.

COLLEGE SUCCESS PROJECT - MCNAIR (STATE) FUNDED

The College Success Project is implemented in collaboration with the PACE Project to provide retention and support services for an additional 150 students. College Success students are low income, first generation college students. Support services include: Peer Tutoring in content areas, academic guidance, student tracking, career development resources, cultural field trips, case management/advocacy.

VOC. ED - VOCATIONAL/TECHNICAL SUPPORT SERVICES - FUNDED THROUGH THE MASS. DEPT. OF EDUCATION

Provides instructional support services for students enrolled in approved Voc Tech degree or certificate programs. Academic support services include: Peer Tutoring; Student intake and assessment; Support for students who are single parents or displaced homemakers; Instructional support in developmental courses; Computer-based learning systems.

DSP - DISADVANTAGED STUDENT PROJECT - FUNDED THROUGH THE BOARD OF HIGHER EDUCATION (MCNAIR FUNDS)

Provides retention services for ESL students who are transitioning to college level courses. Services include: Assistance in developing critical thinking skills; academic support services; advising; academic assessment and intake interviews; case management and student tracking.

NECC Adult Literacy & Transition Programs

NECC Adult Literacy and Transition Programs provide instruction and support to adult learners to develop the skills, knowledge, and confidence that will serve them in their role as family members, parents, community members, employees and lifelong learners.

Amesbury Adult Learning Center (AALC) – Amesbury Middle School - hold classes on Tuesday and Thursday evenings from 6 to 9 p.m., six hours per week, for 35 weeks. It includes reading, writing, math and computer basics in three class levels: Beginning Literacy ABE (0 - 4.9); Intermediate ABE (5 - 8.9); and Adult Secondary Education (9 - 12/GED prep).

Amesbury and Lawrence English Literacy/Civics (ESOL) instruction - classes are held at the Lawrence Extension campus, 78 Amesbury St., Lawrence; Monday & Wednesdays from 6:00-9:00 pm and three classes at the Amesbury Middle School, Amesbury, Tuesday & Thursdays from 6:00-9:00 pm. English literacy/Civics includes reading, writing, oral language and critical thinking within the context of Civics and Citizenship.

Lawrence (ESOL) Computer Basics instruction - classes begin in September for EL/Civics students who would like to become proficient in basic computer skills. Topics include introduction to Windows, mouse skills, software applications and internet use.

ABE Transition to College Program is a one semester program for adults who want to enter college. The course is offered in the Fall and Spring semesters at the NECC Lawrence extension campus (78 Amesbury Street, Lawrence; Monday, Wednesday 6:00-9:00 pm and Saturday 9:00-12:00 noon). It includes:

College Academic Skills: reading skills and methods, writing, pre-algebra, college-level discourse and vocabulary, exposure to multidisciplinary readings, research, report-writing and presentations, ESOL support.

PC Skills: computer components, creating files, saving data, Microsoft Word and PowerPoint, word processing format, using the Internet and e-mail, accessing the library online.

College Survival Skills: introduction to the college system, degrees, courses of study, grading, GPA, credit system, financing education, FAFSA, college culture, goal setting, motivation, time and stress management, note taking, listening skills, study skills, test taking strategies and college resources.

Developmental Education

The goal at Northern Essex has always been to make education accessible to a wide variety of students. The college has long realized that while many incoming students have a strong desire to acquire an associate's degree or a certificate in a particular program, they don't always have the academic foundations needed to ensure success. The developmental education area at the college is committed to helping students acquire the skills they need to be successful at the college. The focus has always been holistic and learner centered. Both the affective as well as the academic needs of students are addressed. Through the Department of Developmental Studies, Northern Essex offers a series of courses designed to help students overcome any skill deficits so that they can eventually be successful in any program that they enter at the college. Recommendations for developmental courses are made when the assessment tests

are completed. Students must follow these recommendations and pass these courses with minimum grades of C or C-. To exit Basic Writing and be eligible to go on to Composition I students must pass a writing assessment which is given as the final exam in Basic Writing. These courses focus on the needs of students whose skills are inadequate as they exit high school as well as the needs of those students who have been away from an academic environment for a number of years and may lack confidence in their academic abilities. Students exiting our ESL courses also benefit from the developmental sequences. Courses offered under the umbrella of the Department of Developmental Studies include: Basic Writing, Basic Reading, Basic Reading Lab, College Reading, College Reading Lab, Basic Math, Basic Algebra I, Basic Algebra II, and all of the ESL course sequences. The Deaf and Hard of Hearing Cluster is also housed in this department. Within the Developmental Education area there are four Learning Centers designed to meet the individual needs of the students in the developmental courses and all students at the college are encouraged to use the centers to get assistance with math, reading, writing, or ESL.

THE ENGLISH LANGUAGE CENTER

The English Language Center provides individualized tutoring to students enrolled in the college's ESL classes as well as to former ESL students needing assistance in content area courses. Services are available to all students on a drop-in basis, at both the Haverhill Campus (Spurk Building C-207) and the Lawrence Campus (Dimitry Building L-200). For more information about services at either campus, contact the English Language Center at 978-556-3408.

THE MATH CENTER

The Math Center provides individual and group tutoring to students enrolled in the developmental math courses, Basic Math, Basic Algebra I. Basic Algebra II, as well other math courses offered at NECC. The staff assist students with the development of math skills, and in addition, address specific needs such as math anxiety, calculator use, or questions about the math course sequence. Services are available to all students on a drop-in basis, both day and evening in Haverhill (Spurk Building, C-201) and Lawrence (Amesbury Street, LA011). For more information, contact the Math Center in Haverhill at 978-556-3432.

THE READING CENTER

The Reading Center provides tutoring support to students enrolled in the Basic Reading, Basic Reading Lab, College Reading and College Reading Lab courses. Assistance in developing effective reading and study skills is also offered to students on a drop-in basis, both day and evening in Haverhill (Spurk Building, C-211) and Lawrence (Dimitry Building, L-200). For more information about services at either campus, contact the Reading Center at 978-556-3844.

THE WRITING CENTER

The Writing Center provides individualized tutoring to students enrolled in the college's Basic Writing and composition courses, as well as to students with writing assignments in content area courses. The staff can help with any stage of the writing process: beginning a paper, revising a draft, or editing a final draft. Services are available to all students on a drop-in basis, both day and evening, in Haverhill (Spurk Building, C205) and Lawrence (Dimitry Building, L-200). For more information about services at either campus, contact the Writing Center at 978-556-3407.

Northern Essex Libraries Bentley and Lawrence Campus

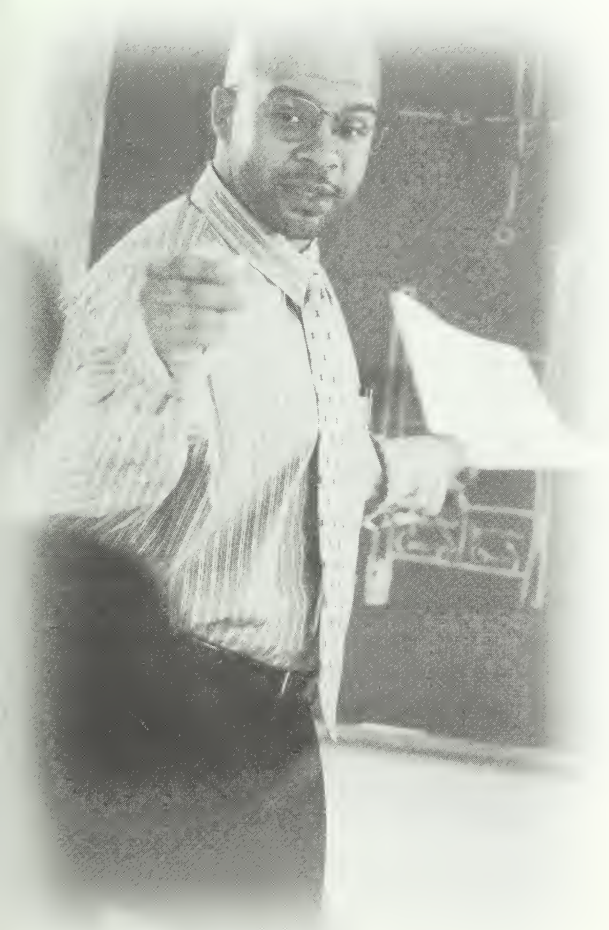
The Northern Essex Community College Libraries serve the varied informational needs of the students, faculty and staff of the college. The Libraries support the College's academic programs and provide for the research needs of students as well as the professional development of the faculty.

At the Bentley Library, located on the Haverhill Campus, there are more than 60,000 volumes in the reference and circulating collections. In addition to a collection of 400 journals, the Library subscribes to many electronic periodical databases which include the full-text of articles from thousands of journals and newspapers. These databases are available on campus and some are available to students from home through the Library's web page. At the Lawrence Campus Library, there are more than 6,000 volumes primarily in the areas of nursing, allied health, criminal justice and law. The library subscribes to 80 journals and also shares access to the Bentley Library's electronic resources. World Wide Web access is available at both Libraries.

The library staff provides reference and interlibrary loan service. In addition, Librarians provide instruction to groups and individuals on the research process and on strategies for locating library and electronic resources. Students and faculty are able to use other Massachusetts public college and university libraries, as well as area public libraries. Additional educational resources are available through the Library's involvement in consortia that include most of the public and academic libraries in Eastern Massachusetts.

The NECC Libraries are members of the NOBLE consortium (North of Boston Library exchange). The consortium members include 27 public and academic libraries with a combined collection of more than 6 million books. Delivery of any title is available through the Northeast Regional Library System.

Professional staff are on duty during the hours the library is open. The library is closed every Sunday and all federal and state holidays.



Center for Instructional Technology

The Center for Instructional Technology is a proactive faculty resource center for traditional, new media, and web technology integration. Our mission is to support faculty instructional processes with state of the art, curriculum specific technology applications, integrated classroom technology systems, and distance learning facilities. Technology training, instructional design and curriculum design support is offered.

The CIT takes a leadership role in fostering the development of both the technology support systems, and the training of NECC faculty in the use of these tools. CIT works very closely with the Office of Faculty and Staff Development to coordinate effective training programs for faculty. CIT staff serves as technology trainers and curriculum development coaches.

Production services include television, photographic, and multimedia program development. A director, technical staff, and work-study assistants work to provide concept to completion support in the development of original learning materials.

A television facility offers both studio and remote capability as well as editing and post-production. The CIT is an origination point for the community cable television system. The CIT is open from 8:00 am to 9:00 pm Monday through Thursday, Friday from 8:00 am to 5:00 pm, and Saturday from 9:00 am to 1:00 pm.

Career Assistance

Career Development Center

The Career Development Center at NECC is a one-stop full service center which offers opportunities for career guidance, job placement, and professional growth. Included in the Center's services is a wide range of career assistance:

- **Cooperative Education** is a three credit experiential course designed to provide training for students seeking to enter or re-enter a career field. Students gain hands-on experiences that are related to their academic program and/or career goals, subject to guidelines established by the appropriate academic department and the Career Development Center.
- **Internship Assistance:** staff and services that aid the student in internship searches and placement.
- **Community Service Learning:** opportunities for students to work in campus and area social service, civic, and other volunteer agencies as part of the national community service program.
- **Career Counseling:** a service that offers interest tests, decision-making, skill-building, and career focus groups.
- **Full and Part-Time Placement:** a service that aids students in the job search.
- **Disney Opportunities:** a program providing on-site work positions with the Disney Corporation.
- **Career Development Workshops/Seminars:** a service that provides campus and corporate workshops in topics pertinent to a company's or employees professional growth.
- **Federal Work-Study Assistance:** A program that offers NECC students on financial aid opportunities for work positions either on-campus or in qualified off-campus sites.
- **School To Work:** a collaboration with area school and business partnerships through which NECC representatives work on school and career choice issues with local, state, and federal participants students and staff

from area elementary, middle and secondary schools; business mentors, and state and federal personnel.

(The focus of STW is to conduct connecting activities that will highlight the relationship between academic studies and job positions - NECC continues these career services for students enrolled here who are coming from high school STW programs.)

Women's Network

The Women's Network is a resource center for women who would like to explore career and educational opportunities, enhance their self esteem, and provide support for each other. The focus is to offer a network of information and programs to meet the academic, career, social, and personal needs of women. The Network provides...

- Connections for women to college, career, and community services
- Various workshops such as Coming to College, CHOICES, MBTI for Women, Self Esteem, Staying Balanced, Study Skills, Stress & Time Management, as well as all CDC workshops
- Finally Friday, a weekly informal support group for women
- Women's Book Discussion Group
- Opportunities for volunteer or co-op work experience
- Recruiting programs for women returning to school, including the semi-annual Women Returning to School Information Fair. This event is specifically designed to provide information, support, and resources to get women started on their way to acquire knowledge and skills for a new career.
  For information call 978-556-3722.

Specialized Study Opportunities

English as a Second Language

Courses in English as a Second Language (ESL) are available to assist students for whom English is not a native language and who lack the proficiency in academic English judged necessary to be successful in college level work. Upon acceptance into a degree program, applicants will be required to take an assessment test and may be required to increase general fluency and/or command of academic American English.

Individuals may take the College's English as a Second Language test battery (Grammar and Structure, Oral Communication Skills, Reading, Writing) to determine if they may benefit from taking applicable courses. Call 978 -738-7475 to make an appointment.

Non-native users of English may test out of all ESL classes at Northern Essex Community College by passing internal tests or by obtaining a score of 500 on the TOEFL with a 50 in the Listening Comprehension Section. (TOEFL: Test of English as a Foreign Language, Educational Testing Service, Princeton, NJ)

Full financial aid is available for those who qualify. A student must be enrolled in a degree or certificate program in order to receive financial aid.

Credit for Life Learning is not offered by the college for any English as a Second Language course.

English Language Cluster for Deaf and Hard of Hearing Students

Non-credit courses in English structure, writing and reading for deaf or hard of hearing students are available to help students strengthen their English skills and to prepare them for further academic work.

Upon acceptance into a future degree program, applicants will be required to take an assessment test and may be required to take one or more of these courses to strengthen basic skills. Courses are taught in American Sign Language to deaf and hard of hearing students. Credit for Life Learning is not offered by the college for any English Language Cluster course.

Financial aid is available for those who qualify. A student must be enrolled in a degree or certificate program in order to receive financial aid. Cluster students are limited to one year of financial aid.

For details of this program call the Office of Admission at 978-556-3600 or 978-556-3803 (TTY).

Distance Education

The Distance Education courses at Northern Essex Community College are for the self managed, computer literate learner with access to the Internet, who cannot attend a traditional classroom format at a specific time and location. For general information about Internet courses and to determine if this delivery format is for you, visit the college's website at www.necc.mass.edu and select courses and programs. Check the latest schedule for a listing of the growing number of courses available utilizing this very flexible course delivery format.

NECCUM Cross-Registration

Students enrolled at Northern Essex Community College may cross-register at any of the other educational institutions that form the Northeast Consortium of Colleges and Universities in Massachusetts (NECCUM). NECCUM members are Endicott College, Gordon College, Marian Court College, Merrimack College, Middlesex Community College, Montserrat College of Art, Northern Essex Community College, North Shore Community College, Salem State College and the University of Massachusetts/Lowell.

Students may register for a course at a participating NECCUM college if the course they need is not being currently offered at Northern Essex. The course must however be applicable toward their program requirements. To be eligible, a student must have a 2.0 GPA, be matriculated in a program, receive permission of the Registrar and host college, and be the equivalent of a full-time student (inclusive of NECCUM credits).

All policies, including the tuition and fees rate of this college, apply to NECCUM courses. If interested pick up a NECCUM application in the Registrar's Office.

Study Abroad Programs & Courses

Northern Essex offers study abroad programs in over thirty countries. Students can choose semester, full year, or summer options. Students need at least a 2.5 grade point average in order to be eligible for these programs. Cost and available courses differ considerably depending on the location. In addition, the college sometimes offers short term study/travel courses. These courses provide 7-10 days of study/travel experience as part of a 3 credit course. With advance planning and approval, study abroad credits can be readily applied to the student's degree requirements.

Cooperative Education

See also Career Assistance section page 30.

GED Testing

Northern Essex Community College is a Commonwealth-approved GED Testing Center. GED testing is scheduled throughout the calender year. Individuals who are interested in acquiring a GED diploma must be at least 16 years old and must have formally withdrawn from high school

Registration for the GED test is by appointment only. To register for the GED test, for advice about GED preparation, and for information about additional eligibility criteria, please call 978-556-3448.

Accommodations for Disabilities: Accommodations in testing are available for adults with documented physical disabilities as well as learning disabilities, attention-deficit/hyperactivity disorder, and emotional or psychological disabilities. Each request is considered on an individual basis.

Please contact the GED Chief Examiner, Cynthia Therrien at 978-556-3447 or cytherrien@necc.mass.edu to further discuss your testing options.

Cooperative Ventures with Area Secondary Schools

Northern Essex Community College has entered into a number of agreements with regional vocational schools and comprehensive high schools to grant college credits and advanced placement.

For more information see page 10.

The Credit for Life Learning Program is designed to recognize and value the breadth of experience and skills adults returning to college bring with them, and for which they may be entitled to college credit.

Candidates for Credit for Life Learning opportunities must have matriculated into a program of study. They should understand that the awarding of credit is based on their knowledge, not simply on their experience. Therefore, students must be able to demonstrate, in a verifiable manner, that they have acquired the same level of academic knowledge that would be obtained by taking the NECC course.

The standards for issuing credit are necessarily rigorous. The center relies on the faculty's expertise in evaluating the experiential learning for which the individual is' seeking credit. The standards applied to the evaluation process much be consistent, documented, and meet guidelines developed by the American Council on Education (ACE) to assess experiential learning.

There are five ways to earn credit for life experience: CLEP/DANTES tests, Challenge Examinations, Credential Evaluations, Portfolio review, and review of military transcripts. Students should be aware that credits obtained through some of the Credit for Life Learning options may not transfer to other institutions.

For more information, please visit our website at www.necc.mass.edu/academics/ or contact the Director of the Center for Adult & Alternative Studies at 978-556-3447.

CLEP and DANTES Credit

Northern Essex Community College awards credit in certain predetermined subject areas of the College Level Examination Program (CLEP) and the Dantes Subject Standard Tests (DSST) program. Testing center schedule and information is available on our website at www.necc.mass.edu/academics/ or by calling 978-556-3448. Students should submit CLEP and DSST transcripts to the Registrars Office for evaluation of credit.

Subject Examinations

CLEP Exam	*NECC Equivalent*	*Credits*	*Semester*	*Score Needed*
English Comp with Essay	ENG101 English Comp I / ENG102 English Comp II	6	2	50
Principles of Accounting	ACC101/ACC102 Intro Accounting I/II	6	2	50
American Government	GOV101 American Government & Politics	3	1	50
History of U.S. I: Early Colonization /1877	HIS101 U.S. History I	3	1	50
History of U.S.II: 1865 to the Present	HIS102 U.S. History II	3	1	50
Biology, General	BIO111/BIO112 Introductory Biology I & Biology II	8	2	50
Intro Business Law	BUS211 Business Law I	3	1	50
Chemistry, General	CHM121/CHM122 General Chemistry I & II	8	2	50
College Algebra & Trigonometry	MAT130 College Algebra & Trigonometry	4	1	50
College Level French Language	FRN101/FRN102 Intro French I & II	6	2	50
	FRN201/FRN202 Intermediate French I & II	12	4	62
College Level German Language	GER101/GER102 Intro German I & II	6	2	50
	GER201/Ger202 Intermediate German I & II	12	4	63
College Level Spanish Language	SPN111/SPN112 Introductory Spanish I & II	6	2	50
	SPN201/SPN202 Intermediate Spanish I & II	12	2	66
Human Growth & Development Through Adolescence	PSY102 Human Growth & Development	3	1	50
Principles/Micro-Economics	ECO201 Micro-Economics	3	1	50
Principles/Macro-Economics	ECO202 Macro-Economics	3	1	50
Principles/Management	MGT201 Principles of Management	3	1	50
Principles/Marketing	MKT210 Principles of Marketing	3	1	50
Intro. Psychology	PSY101 Introduction to Psychology	3	1	50
Intro. Sociology	SOC101 Introduction to Sociology	3	1	50
Western Civilization I: Ancient Near East 1648	HIS111 Western Civilization I	3	1	50
Western Civilization II: 1648 to the Present	HIS112 Western Civilization II	3	1	50

Proficiency Testing in Foreign Languages

NECC has an established agreement with the New York University Center for Foreign Language and Translation. Students who are fluent in other languages may earn up to 12 credits by taking NYU developed examinations designed to demonstrate and verify such fluency. Examinations are available in over 60 different languages. Students should contact the Center for Adult & Alternative Studies at 978-556-3447 for further information about the cost of the examinations and the procedures for applying. (Students should be aware that it takes at least 8 weeks for NYU to transmit test results to the college and should therefore plan accordingly).

Transfer After NECC

NECC students have successfully transferred into a large variety of both public and private colleges and universities. Northern Essex cannot guarantee that all courses taken at the college will transfer to four year colleges /universities. It is up to the transferring institution to decide which courses are acceptable. Therefore it is extremely important to begin the transfer process early.

The best way to maximize the number of credits that will transfer is to:

- Meet with your assigned faculty advisor and NECC transfer advisor to plan and select your electives carefully.
- Select your transfer institution early.
- Meet with a transfer advisor from the four-year institution and get their recommendations regarding courses that transfer to their college/university.
- Become a Joint Admissions student.

Selection of Courses for Transfer

It is the responsibility of students to select courses at Northern Essex that will be acceptable for their chosen field of study at a senior institution of their choice. Careful study of the catalog of that institution will answer most questions. Students should request (from the Office of Admission of the four-year institution they select) a copy of that college's catalog. The Academic Advising Center also keeps copies of catalogs from those four-year institutions that students frequently attend. Advisors in the Academic Advising Center, as well as faculty advisors, are available to help students select courses that will satisfy both the degree requirements at Northern Essex, as well as those at four-year institutions.

Transfer Agreements

Transfer agreements exist between NECC and other colleges such as Cambridge College, Fisher College, Framingham State College, Gallaudet University, Historically Black Colleges & Universities, Lesley College, Massachusetts School of Law, Merrimack College, New England College, Northeastern University, (course by course evaluation) Pine Manor College, Regis College, Rivier College, Salem State College, the University of Mass/Lowell, University of Mass/Boston, University of New England, Vermont College of the Union Institute and others are in progress. (See Transfer Agreements on our website at www.necc.mass.edu)

These agreements guarantee that specific courses taken at NECC will be accepted for transfer in designated programs at the senior institution. They do not necessarily guarantee that all courses taken at NECC will transfer. For further information about the exact NECC programs (majors) and courses that are a part of these agreements contact the Academic Advising Center.

Joint Admissions Programs

Northern Essex Community College participates in Joint Admissions Programs with the University of Massachusetts campuses and most of the Massachusetts state colleges. This program allows participating students guaranteed admission to the institution of their choice, provided they graduate from NECC in an approved associate degree program and with a minimum cumulative grade point average of 2.5. Participating students receive academic advising and support from the Academic Advising Center throughout their career with NECC.

It is highly recommended (for proper advising) that students interested in participating in Joint Admissions submit a Participation Form through the Office of Admission or the Academic Advising Center. It is recommended that the form be submitted prior to completing 30 credits. By the time students have completed 45 credits at NECC, before graduation, students must also complete the Intent to Enroll Form for the institution they plan to attend. As participants in Joint Admission, the Intent to Enroll Form serves as an application for that institution and the application fee is waived. Intent to Enroll Forms are available in the Academic Advising Center.

The Early Childhood and Elementary Education Compacts

The Early Childhood and Elementary Education Compacts build upon both the Commonwealth Transfer Compact adopted by the Board of Regents in 1990 and the Joint Admissions Agreement adopted by the Board of Higher Education in 2000. It represents another step in continuing efforts to facilitate the transfer of credit within the public higher education system. The adoption in October of 2001 of new licensure regulations by the Department of Education intensified the need to identify a program of courses that would transfer from community colleges into teacher preparation programs at public four-year institutions. The looming teacher shortage and the widespread demand for more teachers from minority groups have heightened the need for a smooth transition into teacher education from community colleges, which have significant minority enrollments. In addition, as research continues to emphasize the connection between each child's early experiences and later success in school, there is a growing need for experienced, well-trained teachers to teach and care for our children.

For details of both Education Compacts, refer to the College's website at www.necc.mass.edu

Commonwealth Transfer Compact

In January 1990, the Board of Regents of the Commonwealth of Massachusetts adopted the following policy effective January 9, 1990. This policy concerns all students who are transferring from a Massachusetts state community college to a four-year Massachusetts state college or university with an Associate of Arts transfer degree or an Associate of Science transfer degree:

- **Requirement for Transfer Compact Status:** A student shall be eligible for Transfer Compact status if he or she has met the following requirements:

  a. Completed an Associate degree with a minimum of 60 credit hours exclusive of developmental course work.

  b. Achieved a cumulative grade point average of not less than 2.0 (in a 4.0 system) at the community college awarding the degree.

  c. Completed the following minimum general education core, exclusive of developmental course work.

English Composition/Writing	6 credit hours
Behavioral and Social Science	9 credit hours
Humanities and Fine Arts	9 credit hours
Natural or Physical Science	8 credit hours
Mathematics	3 credit hours

The sending institution is responsible for identifying the transcript of each student who is a candidate for transfer under this compact.

- **Credits to be Transferred:** The 35 credits in general education specified above will be applied toward the fulfillment of the receiving institution's general education requirements.

A minimum of 25 additional credits will be accepted as transfer credits by the receiving institution. These credits may be transferred as free electives, toward the receiving institution's additional general education requirements, toward the student's major, or any combination, as the receiving institution deems appropriate.

Only college-level course credits consistent with the standards set forth in the Undergraduate Experience recommendations are included under this Compact. Credits awarded by the sending institution through CLEP, challenge examinations, and other life-experience evaluations for course credit may be included when the community college certifies that a student qualifies under this Compact.

- **Credits Beyond the Associate Degree:** To complete the baccalaureate degree, a student who transfers under this compact may be required to take no more than 68 additional credits unless:

  a. the student changes his or her program upon entering the receiving institution, or

  b. the combination of additional general education requirements, if any, and the requirements of the student's major at the receiving institution total more than 68 credits.

Under these circumstances, transfer students will be subject to the same requirements as native students. (The term "native student" refers to students who began their

undergraduate education at the baccalaureate institution.)

A transfer student may not be held to any degree requirements at the receiving institution that were established less than three years prior to transfer admission.

- **Admission to Competitive Majors or Programs:** If, because of space or fiscal limitations, the receiving institution does not admit all qualified applicants to a given major or program, the receiving institution will use the same criteria for applicants who are transfer students under this Compact as it does for its native students.
- **Transfer Records:** The student with Transfer Compact status will be furnished by the receiving institution a list of courses to be fulfilled to earn a bachelors degree no later than the end of the semester the student enrolls. With the agreement of the student, copy will be provided to the Transfer Officer at the sending community college.
- **Student Appeals:** A student who believes that the provisions of this Compact have not been applied fairly to his/her transfer application has the right to appeal.

Alumni Relations

Alumni Office

The Alumni Relations Office organizes and coordinates the college's alumni program and strives to provide our alumni with a comprehensive and beneficial alumni program which will encourage them to stay connected and involved while encouraging them to give something back to their alma mater. The Alumni Office tracks graduates, sponsors a wide variety of educational and social programs and events, works with the Alumni Association Advisory Board, conducts fundraising, and showcases and promotes graduate success. Graduate benefits include: The NECC Alumni Bulletin newsletter; reduced memberships to the college's Wellness & Fitness Center; free use of the college library, placement office and career counseling services; opportunities to participate in the Alumni Mentor Program or career panels; and membership in the Alumni Association. The Alumni Association Advisory Board meets regularly to promote the interests of NECC Alumni and to foster an ongoing relationship between graduates, the college and the community. For additional information, contact the Alumni office at 978-556-3621 or drop by Room 301 in the Library (A) Building on the Haverhill campus.

Academic Policy & Procedures

Academic standards have been established at Northern Essex Community College to help students attain understanding, competence and excellence.

GENERAL POLICIES

Mandatory Assessment and Planned Placement

Assessment at NECC is defined as a test of a student's abilities in reading, writing and math.

1. All matriculated college students will be assessed prior to registration.
2. Non-matriculated students may take no more than 6 credits before they must be assessed (unless those credits are in math or English composition).
3. Students enrolling in any math or English composition course must be assessed in that area.
4. Non-native English speakers may take a different test, but they must show proficiency in English before they can take courses which carry graduation credits.
5. Testing accommodations will be made for students with disabilities in conjunction with the Learning Accommodations Center.

Academic Ethics and Plagiarism

The college expects all students to maintain high standards of academic honesty and integrity. Plagiarism is clearly an example of a violation of Academic Ethics and is a major offense.

Plagiarism is defined by the college to be the use of any other person's work or ideas as though the work or ideas were their own, without giving the appropriate credit.

Instructors are required to provide students with a clearly written definition of plagiarism applicable in their discipline as part of the course syllabus that they provide during the first two weeks of each course.

Students are responsible for understanding what plagiarism is in each of their classes. The college's definition and that of their instructor will be used as a criterion against which all plagiarism allegations will be judged. Instances of plagiarism will be addressed first by the instructor who discovers, or is made aware of, the incident. Instructors must discuss the evidence of plagiarism with the student prior to taking action. Instructors who take action as a result of a plagiarism incident may report such action to the Vice President of Academic Affairs. There shall be a range of penalties at the discretion of the instructor which may extend to a recommendation to the Vice President of Academic Affairs for expulsion from the College. The Vice President of Academic Affairs may take disciplinary action against students who are reported for plagiarism.

Students have a right to file a grievance if they feel that the action taken in the alleged plagiarism case discriminated or abrogated their individual or student rights. Students may contact the Vice President of Enrollment Management and Student Services Office for detailed information regarding the Board of Higher Education's Student Grievance Procedures.

Absence for Religious Reasons

Students who, due to religious beliefs, are unable to attend classes or to participate in any examination, study or work requirements on a particular day, shall be excused from any such examination or study or requirement, and shall be provided with an opportunity to make up such examination, study, or work requirement which they may have missed because of such absence on any particular day, provided, however, that such makeup examination or work shall not create an unreasonable burden upon the school. No fees of any kind shall be charged by the institution for making available to said students such opportunity. No adverse or prejudicial effects shall result to students for availing themselves of the provisions for an absence for religious reasons in accordance with Chapter 375, General Laws of the Commonwealth of Massachusetts.

Attendance and Participation (NP Policy)

For classroom, laboratory, videoconference, and clinical courses, students are expected to attend each meeting of each class in which they are enrolled. For online courses, students are expected to participate at a level acceptable to the instructor. In every case, the class instructor has full and final authority to decide whether a student is permitted to make up work missed through absence or lack of participation, and on what terms. Attendance and participation policies are noted on each course syllabus.

Faculty have the academic authority to remove students from their class for nonattendance or non-participation. A non-participating (NP) student is one who has excessive absences, has missed quizzes, tests or papers, or otherwise has failed to meet the participation standard clearly delineated in the course instructor's syllabus.

An NW grade is assigned when non-participating students are removed from a class. Although the NW grade is not included in students' grade point average, it may have other adverse consequences. See the latest NECC catalog for full details about NW and FN grades.

A student may be removed from a course for inappropriate classroom behavior that is in clear violation of the student code of conduct published in the student handbook. Faculty must follow notification procedures as prescribed in the code and should not use the NP Policy for this purpose.

GRADUATION, PROGRAM AND COURSE POLICIES

Matriculated Status

Once students have matriculated–been accepted by the college into one of its associate degree or certificate programs of study–they must maintain a prescribed academic standing in order to continue from one semester to another. Matriculation must occur in order to graduate in one of NECC's programs of study.

Academic Residency Requirements

A minimum of 24 credits of course work for an associate degree program, and 12 credits of course work for a certificate program, are required in order to fulfill residency requirements. CLEP and CLL credit cannot be used to fulfill residency credit. In addition, students must be currently enrolled and matriculated at the time they are fulfilling their residency requirements.

Full-time Status

A student must carry 12 credits to be considered full-time.

Courses Taken at Another College while Enrolled at Northern Essex Community College

When a student lacks one or two courses for completing requirements at Northern Essex, and problems of distance, course availability or class time make it very difficult to take the courses at this college, the student may request permission to take a course at another college. The forms are available at the Registrar's Office. Grades for courses transferred from another college are not computed in the QPA average at Northern Essex.

This alternative will be approved only in hardship situations and is subject to the following stipulations.

- Residency requirements will be met.
- All conditions prescribed in the student's curriculum plan are being met.
- The student provides this college with a detailed course description of the course.
- Written approval is received from the Registrar's Office, and if appropriate the program coordinator, by the student before taking the course at another college.
- A grade of C or better is earned in the course.

Graduation Requirements

Northern Essex Community College awards Associate Degrees in Arts and Sciences, and Certificates to all qualified students at commencement exercises for each class. In order to receive this award, students must meet the following criteria:

- Completion of all required courses in a curriculum with a passing letter grade, or with the minimum letter grade specified for that course.

- Completion of the number of credit hours prescribed by a particular curriculum.
- Completion of the final year of course work and a minimum of 24 credit hours of course work at NECC in order to qualify for a degree, and a minimum of 12 credits of classroom work to qualify for a certificate.
- Attainment of a cumulative quality point average (QPA) of 2.00 or higher.
- Completion of the petition for graduation with fee prior to deadline date as prescribed in the Academic Calendar.
- Payment of all financial obligations at the college.
- Student may be required to re-petition at a later date if they do not complete appropriate requirements.

High honors are awarded at commencement to all students with a cumulative quality point average of 3.50 or higher. Honors are awarded to all students with a cumulative quality point average of 3.00 to 3.49 inclusive.

Additional Associate Degrees or Certificates

Students may seek an additional associate degree or certificate at Northern Essex Community College by being accepted for matriculation into a new program after graduating from an initial program. Students must fill out an Action Form with the Academic Advising Office if returning to NECC within 3 years of graduation. If a student returns after 3 years, then an Admission Application must be filled out with the Office of Admission.
To qualify, students must:

- Satisfy graduation requirements.
- Satisfy all of the specific program requirements.
- For those with an Associate Degree, complete a minimum of: 15 credits beyond the most recent Associate Degree to earn an additional Associate Degree; 9 credits beyond the most recent Associate Degree to earn a certificate.
- For those with a certificate, complete a minimum of: 15 credits at NECC beyond the most recent certificate to earn an Associate Degree; 9 credits at NECC beyond the most recent certificate to earn an additional certificate.

Dual Program Status

Students may pursue dual program status by entering a course of study that will allow them to complete two programs simultaneously. Students must apply through the Admissions Office for dual program matriculation.

Students must satisfy the requirements of each program and the requirements listed under the section above-Additional Associate Degrees or Certificates at Northern Essex Community College.

Students may not concurrently graduate from a certificate and associate degree program in the same subject matter.

Program/Course Requirements

When a course is listed as a requirement for a degree/certificate in a given curriculum, a student who meets the knowledge/experience criteria may request approval to waive the course from the appropriate Area Dean and the Vice President of Academic Affairs. No credit is received for a waived course. The student will need to substitute an alternative approved course to fulfill their program requirements.

Directed Studies Courses

In order to provide for a unique, highly individualized course of study for a single student, or a relatively small number of students, each academic department/program in the college offers Directed Studies courses. Such courses are designed to provide further study through directed readings, directed research projects or seminars, or special class work related to research in a specific subject. Each Directed Studies course is usually initiated in response to student interest, is limited to 5 or fewer students and should not be confused with a Special Topics course.

Special Topics Courses

Special Topics courses may be offered by any academic department/program with the approval of the Associate Dean responsible for that Area and the chairperson of the Academic Affairs Committee. The Associate Dean, at the time of signing by the Academic Affairs Committee, shall forward an informational copy of the Special Topics course to the Vice President of Academic Affairs.

Special Topics courses are usually initiated by faculty or Assistant/Associate Deans and are created for more than five (5) students. Special Topics courses are regular semester college courses and may be from one to four credits. Classes meet on a regular schedule.

Dates for submission of Special Topics proposals to the Academic Affairs Committee will follow the schedule established by the Office of the Vice President and Dean of Academic Affairs. Approval for Special Topics courses may be granted FOUR times by the Chairperson of the Academic Affairs Committee. If the proposer expects to offer the course for more than THREE separate semesters, a formal course proposal should be submitted to the Academic Affairs Committee at the same time as the THIRD request for a Special Topics approval. Both proposals will be considered for approval in order that the course may be offered until the Academic Affairs Committee and President have acted upon the formal course proposal.

Course Loads

Students are responsible for knowing what courses are required in their curriculum and for meeting all other academic requirements.

Students are encouraged to take the number of courses they believe they can manage with good performance. Note, however, that omitted courses or their equivalent should be taken in summer session in order to graduate in two years.

Students may request to take more courses in one semester than the suggested schedule if they have attained a QPA of 3.00 or higher at Northern Essex and have the approval of their advisor. Final registration approval will depend on the availability of course seats.

Course Pre-requisites

If students do not have the necessary pre-requisite for a course in which they wish to register, it is necessary to obtain permission from the Area Assistant Dean or coordinator of the academic department/program which offers the course. Approved waivers must be on file in the Registrar's office prior to the 5th day of each semester or the student will be dropped from the course.

Adding a Course

A course for which a student did not register may be added to the student's schedule on a space available basis. A student who wishes to add a course must complete the Add portion of the College's Registration Form available in the Registrar's office. An advisor's signature is required if the student is registering for more than two courses or an English or Math course. Exact days, times and procedures for adding a course are published by the Registrar at the beginning of each Fall, Spring or Summer session and are noted in the Academic Calendar.

Dropping a Course

Students may drop (withdraw from) a course anytime during the semester in accordance with this policy and the respective dates listed in the College Academic Calendar. To drop a course students must complete the Drop portion of the Registration Form, and submit the form to the Registrar's Office for processing. Before dropping a course, students should consult with their academic advisor and also inform the instructor of the course that they are dropping the course. Students who are enrolled (matriculated) in a program and plan to drop ALL their courses and discontinue their studies, should officially Withdraw from College. The following Withdrawal grades are assigned when a course is dropped:

Period 1: No Withdrawal grade is assigned and the course is deleted from the registration record if a course is dropped during the official "drop and receive a refund" period. The present refund period is defined as the first fourteen calendar days for a full semester course, and for courses meeting eight weeks or less, the period of time prior to the third class meeting. For specific information about refunds, refer to the Refund Policy.

Period 2: A "W" withdrawal grade, which is non-punitive, is assigned to a course that is officially dropped after the end of the course's refund period through the date specified in the current Academic Calendar. For regular semester courses a "W" grade is assigned if a course is dropped through the tenth Friday of the semester. For courses meeting eight weeks, a "W" is assigned if dropped through the fifth Friday. Note: A "NW" non-participation grade is assigned if the student is dropped for non-participation by the course instructor.

Period 3: A "FW" withdrawal grade which is non-punitive is assigned to a course that is officially dropped after the "W" period ends as specified in the Academic Calendar, but prior to the start of final examination week. Note: A "NW" grade is assigned if the student is dropped for non-participation by the instructor.

Students may not drop a course after Period 3 ends. Students who drop all of their courses will be considered to have Withdrawn from the College, and if matriculated, their program of studies. Students who were matriculated in a program will have to reapply for program admission per the Withdrawing from College policy. In addition, grades will be assigned in accordance with dates specified in the Academic Calendar and per college policy. ***Note:*** *All "W" type grades (see Grading System) currently carry no earned credit or quality points, but do appear on student transcripts.*

The length of a Drop/Add period for accelerated or extended courses or sessions may vary, but is equivalent to the above mentioned policy, and posted accordingly. Exceptions to these policies may be made only by the Vice President of Academic Affairs. Consult the Academic Calendar for dates relative to dropping a course. Academic Calendars are published each semester and are available at the Registrar's Office, B-216.

Special Notice About Dropping a Course or Withdrawing from College

Students who are receiving any form of Financial Aid or Veterans Educational benefits, international students on a student visa and students participating in college sports or other activities which have eligibility criteria, should consult with the respective office PRIOR to dropping a course. Reducing hour credit load may adversely affect eligibility to receive Financial Aid, Veterans Educational benefits, could jeopardize the student's visa status, or make one ineligible to participate in collegiate sports or other activities. In addition, most private insurance companies require that students be full time (12 credits or more) to be eligible for coverage.

Withdrawing from College

Students who must drop all of their courses should officially withdraw from the College. Officially withdrawing from the college will ensure that the correct grades are assigned for each course. To officially withdraw from the college, a student must complete a Withdrawal From College Form available at the Registrar's Office.

When a student officially withdraws from college, the student's course(s) will be assigned Withdrawal grades as prescribed in the Drop a Course policy. Students who discontinue their studies and officially Withdraw from College are no longer considered to be enrolled at the college or matriculated in their program. If the student wishes to return to the college and wants to be enrolled (matriculated) in a program, the student must officially reapply for admission to a program.

Repeating a Course

Students may repeat a course. In most academic programs, there is no limit to the number of times that such a course may be repeated. In each instance the highest grade received when repeating a course will be used to determine the QPA. Notation appears on the transcript for any repeated course.

Persons receiving any form of financial assistance should seek written approval from the representative of the agency providing the assistance; for example, the Regional Veteran's Administration Office, Massachusetts Rehabilitation Counselor, Financial Aid Director, etc.

Auditing a Course

Students may audit a course for no course credits by electing to enroll and attend a credit course for self-improvement or individual interest, without the responsibility of fulfilling academic assignments. An Audit Request Form, available in the Registrar's office, must be completed during the first twenty (20) calendar days after the start of the semester.

Enrollment of auditors in courses is subject to the approval of the Vice President of Academic Affairs or Registrar's Office Representative and the individual faculty member concerned. An audit grade CANNOT be changed to a regular course grade. Tuition for an audited course is the same as a regular course.

Retroactive Course Withdrawals

The Vice President of Academic Affairs is responsible for approving any retroactive course drops in a prior semester, and any retroactive withdrawal from college which affects an earned letter grade A through F.

In order to apply for a retroactive course drop or withdrawal, students must complete a Retroactive Withdrawal Petition available in the Registrar's Office. The Registrar will review the request, prepare supporting documentation if appropriate, and forward the petition to the Vice President of Academic Affairs for consideration. If approved, the action will result in a W grade appearing on the transcript for the course(s) in the prior semester, with W grade(s) dated as of the forty-fifth academic class day of that semester.

GRADING SYSTEM AND ACADEMIC STANDING

Grading System

Letter grades are used at the college per the table listed below, and each grade has a numeric range and associated Quality Point Value. The Quality Point Value is based on a 0.00 to 4.0 range, with an "A" grade having the highest value of 4.0. Grades are used to represent the quality of work done in a course and knowledge earned, as based on the individual instructor's standards and course objectives.

The Quality Point Value is used to determine the numeric average of semester course work or of cumulative courses and grades to date. Such a computation is known as the Quality Point Average (QPA) of the grades earned to date. The Quality Point Values of a grade in combination with a credits attempted scale, are used to establish the college's Standards of Academic Progress. The grades presently in use by the college are:

Grade	QP Value	Numeric Range/Comment
A	4.00	93-100
A-	3.70	90-92
B+	3.30	87-89
B	3.00	83-86
B-	2.70	80-82
C+	2.30	77-79
C	2.00	73-76
C-	1.70	70-72
D+	1.30	67-69
D	1.00	60-66
F	0.00	59 or less; failure; no credit earned
W	0.00	Withdrawal from course by student within withdrawal period
NW	0.00	Non-participation withdrawal grade assigned by instructor within withdrawal period
Grade	**QP Value**	**Numeric Range/Comment**
P	0.00	Pass; credit earned
WP	0.00	Withdrawn passing
NC	0.00	No credit earned
I	0.00	Incomplete, in non-punitive period
IF	0.00	Incomplete changed to Incomplete Failure
FN	0.00	Non-participation failure grade assigned by instructor after withdrawal period
FW	0.00	Failure due to withdrawal from course by student after withdrawal period
AU	0.00	Audit; no credits earned
NG	0.00	No grade submitted by instructor

To determine the Quality Point Average (QPA) of courses completed and grades earned, divide attempted credits into the total quality points earned: 12 credits divided into 24.00 = a QPA of 2.0. In this example, the student has a QPA of 2.0, or in other words an overall "C" average.

The QPA is also cumulative. Each semester a cumulative QPA is computed by dividing the total number of credits attempted in all semesters at the college into the total number of quality points earned in all semesters at the college.

Attempted credit hours include credit hours with a letter grade of A, A-, B+, B, B-, C+, C, C-, D+, D, F, FN and IF. Grades of P, NC, I, W, NW, FW, WP, NG and AU are not included in the attempted credit hours. When a course is repeated the higher of the two grades will be computed in the QPA; only the credit hours for the higher grade will be included in the cumulative total of attempted hours. The transcript will record each time the course has been taken. (Refer to Repeating a Course in this section of the catalog for further details.)

Incomplete Grades

Students may receive a temporary grade of Incomplete (I) from instructors when all work in a course is not satisfactorily completed and, in the judgment of the instructor, completion of the assigned tasks would allow the student to earn a passing grade in the course. If the instructor assigns an I, a Documentation of Incomplete Grades form must be completed by the instructor and is maintained in the Registrar's Office. The form will clearly outline the work to be completed and the time limit. The form must be submitted with semester grades. An instructor may change an I to a letter grade (other than a W grade) by the end of the next semester.

Instructors may accept late course work only when, in their judgment, there are acceptable reasons to justify such a delay. If a final examination is missed because of student inaction, as opposed to a cancellation of class or

instructor inaction, the instructor may allow a make-up if, in the judgment of the instructor, successful completion of the final examination could earn the student a passing grade.

If, for any reason, the instructor has left Northern Essex permanently or for an extended period of time and is unavailable, the Area Assistant/Associate Dean has the authority to change the grade using the Grade Change Form. The Area Assistant/Associate Dean's decision is based upon a waiver of any existing documentation of the Incomplete. If documentation of expected work is not available, the Area Assistant/Associate Dean may use professional judgment to determine work to be completed and the final grade.

Incomplete grades are temporarily not computed in determining the semester and cumulative QPA. Incomplete grades (I) are automatically converted to IF (Incomplete, Failure, no credit earned) grades at the end of the next semester, and are computed as F grades in the student's semester and cumulative QPA. The student is expected to take the initiative in seeking to complete course work necessary to change an (I) to another grade. An (I) cannot be changed to a W, NW, WP or grade by the instructor.

Pass/No Credit Grade Option – Liberal Arts Program

A student who is enrolled in the Liberal Arts Program and has successfully earned 12 credits or more, may elect to enroll in a course under the Pass/No Credit grade option. The following criteria apply to the NC (no credit earned) grade option:

- Courses taken on Pass/No Credit basis may be used to fulfill the elective requirements only of the Liberal Arts degree. All specific course requirements must be taken for a letter grade.
- At no time may a grade for a course taken on a Pass/No Credit basis be converted to a letter grade.
- All credits earned for courses taken as Pass/No Credit will count towards the total credit hours required for a Liberal Arts degree, but will not be calculated into the student's quality point average.
- No more than 12 credit hours of Pass/No Credit courses may be applied toward the student's degree and no more than one course may be taken on this basis in any one semester.

- Some colleges may not permit the student to use courses taken as Pass/No Credit for transfer purposes. Responsibility for seeking information regarding the transferability of Pass/No Credit courses lies with the student.
- The Pass/No Credit Grade Option form must be completed and submitted to the Registrar no later than the sixth academic day of the semester in which the course is taken.

Approval from the course instructor is not necessary for the Pass/No Credit option. The instructor is, however, notified of your Pass/No Credit option. The Registrar may approve late applications for the Pass/No Credit option as appropriate. Pass/No Credit Grade Option forms are available only in the Registrar's office.

Changing Grades

To change the final grade of a student, instructors must complete a Change of Grade form.

Change of Grade forms are available at the Registrar's office. Instructors must submit forms in person.

Listed below is an example of how the **Quality Point Average** of grades is computed:

Course Completed	Credits (Cr) Attempted	Grade Earned	Quality Point Value (QP)	Computation (Attempted cr. x quality points)
English Composition I	3	A	4.0	3 cr. x 4.0 QP = 12.0 QP
Introduction to French I	3	F	0.0	3 cr. x 0.0 QP = 0.0 QP
College Algebra I	3	D	1.0	3 cr. x 1.0 QP = 3.0 QP
US History I	3	B	3.0	3 cr. x 3.0 QP = 9.0 QP

Total Credits Attempted = 12 Total Quality Points earned = 24.0

Mid-Semester Grades

Mid-semester grades are not routinely issued at Northern Essex. All students, however, have the right to request written evaluations from their instructors at any time during the semester. The Registrar's office has a mid-semester grade form available for students who wish to submit them to their instructors.

Student Academic Transcripts/Semester Grade Reports

All courses taken at Northern Essex Community College are maintained at the Registrar's Office and are recorded as a single permanent record. If the student successfully completes a program of study at Northern Essex Community College, the name of the degree or certificate earned will be noted on the transcript.

Transcripts may be reviewed by students in person by presenting an acceptable form of identification, such as a driver's license, college I.D. card, social security card, etc. Any written request for (or release of) an official transcript must contain the student's name, address, date of birth, social security number, and dates of attendance. Transcripts will be released to other parties only if written authorization from the student has been received. There is a fee for official transcripts.

Academic Standing

A student's academic standing indicates progress towards a degree. A minimum over-all average grade is required to continue from one semester to another. There are three categories of academic standing. These are described as follows above:

Good Standing: Good standing is defined as follows:

- A QPA of 1.50 after attempting one to nineteen credit hours
- A QPA of 1.75 after attempting twenty to thirty-six credit hours
- A QPA of 1.90 after attempting thirty-seven to fifty-four credit hours
- A QPA of 2.00 after attempting fifty-five or more credit hours.

Probation: Probation is a warning that a student must show academic improvement in order to maintain enrollment within a program. Students on probation receive a written warning from the Vice President of Academic Affairs at the beginning of the semester in which their QPA falls in the probationary range. This letter states that students on probation must consult with an advisor from the Academic Advising Center, and plan a course of studies to improve grades. Upon attaining grades of good standing, probationary status is removed. Probation status is assigned as follows:

- A QPA below 1.50 after attempting one to nineteen credit hours.
- A QPA below 1.75 after attempting twenty to thirty-six credit hours.
- A QPA below 1.90 after attempting thirty-seven to fifty-four credit hours.
- A QPA below 2.00 after attempting fifty-five or more credit hours.

Suspension: Students are put on suspension as a result of unsatisfactory academic progress. Suspension automatically drops students from their academic programs and denies students eligibility to return in the following semester. Students are informed in writing by the Vice President of Academic Affairs that they are suspended. The letter includes information regarding academic advising available to assist students in improving their academic progress. It also explains the actions students must take if they desire to continue enrollment at NECC as a "special conditions student" or be reinstated into their academic program at the college at a later date. Suspension is assigned as follows:

- A QPA less than 1.00 after attempting one to nineteen credit hours.
- A QPA less than 1.50 after attempting twenty to thirty-six credit hours.
- A QPA less than 1.75 after attempting thirty-seven to fifty-four credit hours.
- A QPA below 1.90 after attempting fifty-five or more credit hours; but less than nine credit hours beyond the total required in the student's curriculum.
- A QPA below 2.00 after attempting nine credit hours beyond the total required in the student's curriculum.

Petition to Return as a "Special Conditions Student"

Students who are suspended may petition the Vice President of Academic Affairs, through the Academic Advising Center, to continue enrollment at NECC as a "Special Conditions Student." After consultation with an academic advisor, students may be allowed to take a limited number of classes at Northern Essex while suspended (usually no more than two).

Student's who desire to do so, must fill out a Petition to Return as a Special Conditions Student Form. The petition can be obtained at the Academic Advising Center. An approval signature is given only after the student meets with an advisor to discuss course selection; provide reasons for unsatisfactory progress, and develops a plan for improving grades.

Removal from Suspension

Students who show improvement in their academic progress by successfully completing necessary courses and raising their cumulative QPA above suspended status may petition the Vice President of Academic Affairs, through the Academic Advising Center, to be removed from academic suspension and return to their academic program. Students who desire to do so must fill out a Petition to Return to Academic Program Form, which can be obtained at the Academic Advising Center.

Students must meet with an academic advisor to review their academic progress and develop plans for continued improvement. The current cumulative QPA, along with the student's academic progress to date is used to determine the future academic status of the student. At this time a recommendation is made as to whether or not the improvement has been sufficient to warrant reinstatement into an academic program.

Dean's List Policy

Each semester students are appointed to the Dean's List for Academic Honors if they fulfill the following requirements:

- Be a candidate for a degree (a matriculated student).
- Attain a GPA of 3.3 or higher within the semester.
- Carry 6 or more credit hours within a given semester.

All students, both developmental and college level, are eligible for this distinction; and that the Dean's List will be compiled and published for the Fall, Spring, and Summer semesters beginning with the Fall of 2004.

Overview of Associate Degree & Certificate Programs

Academic Affairs

Under the leadership of the Vice President and Dean of Academic Affairs, programs of study at Northern Essex Community College are offered through the cooperative efforts of five academic divisions. (effective Fall 05)

Four divisions administer the associate degree and certificate programs of study: Business, Math, Science & Technology; Health Professions; Humanities & Social Sciences; and Human Services. The fifth, Instructional & Student Support, is a multi-purpose, service-oriented academic division that assists students to assess and improve academic skills.

Associate Degree Programs

Northern Essex Community College offers a variety of academic programs leading to the attainment of an Associate of Arts or Associate of Science Degree. Associate degree programs carry a minimum of 60 credits and follow a required or recommended sequence of courses. These programs are carefully designed to develop the knowledge, skill, abilities and appreciation that the College has determined essential to receive degree status. Students intending to continue their studies are encouraged to review specific college requirements with their advisors to obtain highest transferability of the NECC coursework.

Associate Degree Competencies

Northern Essex expects that all graduates who receive Associate degrees have the following competencies:

Critical Thinking: The graduating student will be able to demonstrate the ability to evaluate, compare, analyze, critique, and synthesize information.

Writing: The graduating student will be able to produce clear and well organized writing which responds appropriately to an assignment using standard American English.

Computer Fluency: The graduating student will be able to operate a computer using common Word processing software applications and to find and evaluate information on the Web while being mindful of ethical, legal and security issues relating to information technology.

Degree Options

Specific degree options within degree programs will recommend or require a minimum of either six courses or twenty credits as defined within the college catalog and will be included on the college transcript.

A. Transfer Associate Degree Programs: The primary transfer programs at Northern Essex are Liberal Arts, Business Transfer and Engineering Science. These programs are parallel to the first two years of similar programs in most public and private senior colleges throughout the country and provide a solid basis for transfer with advanced standing.

B. Career Associate Degree Programs: Career associate degree programs are intended to provide the theory and technical knowledge to develop the professional skills students need to qualify for entry into the job market immediately after graduation. Many of these programs include practicum experiences while others may be supplemented with cooperative education courses for on-the-job training. Individual courses within these programs may have transfer potential into related degrees at senior colleges. With some additional courses, students in career programs can and do go on to four year colleges or universities.

Certificate Programs

NECC certificates are awarded for an area of concentration that develops specific skills needed for immediate job entry into a career field/cluster or further study in a clearly identified are of specialization within a discipline. NECC awards several types of certificates.

A. Certificate: The NECC Certificate is awarded for a 24 credit or program.

B. Certificate of Completion: The NECC Certificate of Completion is awarded for a 15-23 credit certificate program.

C. Certificate of Accomplishment or Participation: The NECC Certificate of Accomplishment or Participation is awarded for certificate programs up to 14 credits or for non-credit courses.

Many of these certificate programs provide practicum experience, while others may be supplemented with cooperative education courses for alternative on-the-job experience. Most certificate programs may be applied in part or whole towards an appropriate degree program or General Studies degree. Individual courses within these programs may have transfer potential.

Admission to Career Programs

Admission to career programs is competitive, as enrollments are limited. Qualified students who are not initially accepted to their program of choice are offered admission to the General Studies Degree. Students enroll in courses designated in the Career Program Sequence for the program for which they have applied. The courses are all applicable to the degree or certificate in which they seek to enroll. Career program faculty and/or Academic Advising Center staff advise these students. Qualified students are admitted to their program of choice when a vacancy occurs.

PARALEGAL STUDIES (AS)

COURSE	CREDITS
Computer Applications	3
Intro to Paralegalism	3
Intro to American Law	3
College Algebra	3
Practical Logic	3

CRIMINAL JUSTICE (AS)

COURSE	CREDITS
Computer Applications	3
Intro to Criminal Justice	3
Intro to Sociology	3
Intro to Psychology	3
American Government & Politics	3

HUMAN SERVICES (AS)

COURSE	CREDITS
Intro to Human Services	3
Intro to Psychology	3
Human Biology	3
American Government & Politics	3
Intro to Sociology	3

EARLY CHILDHOOD EDUCATION (AS)

COURSE	CREDITS
Intro to Early Childhood Education	3
Public Speaking	3
Intro to Psychology	3
Enhancing Creativity in Early Childhood Education	3
US History I or II	3

PRACTICAL NURSING (CERTIFICATE)

COURSE	CREDITS
Intro to Psychology*	3
Integrated Science I/Anatomy & Physiology I	3/4
Developmental Psychology I	3
Integrated Science II/ Anatomy & Physiology II	3/4
Developmental Psychology II	3

* Is a requirement. It must be completed prior to the Fall (first) Semester. Developmental skills required: Basic Reading (3), College Reading (3), Basic Writing (3), Basic Algebra II (3).

NURSING (AS)

COURSE	CREDITS
Anatomy & Physiology I	4
Intro to Psychology	3
Anatomy & Physiology II	4
Developmental Psychology I or II	3
Microbiology	4

A 3-credit computer course is a prerequisite-either Computers for Beginners (3 cr.) or Higher is acceptable. Developmental skills required: Basic Reading (3), College Reading (3), Basic Writing (3), Basic Algebra II (3).

RADIOLOGIC TECHNOLOGY (AS)

COURSE	CREDITS
Anatomy & Physiology I	4
Computer Applications	3
Anatomy & Physiology II	4
Fundamentals of Disease Process	3
Behavioral Science Requirement	3
Intro to Psychology or Developmental Psychology I or Developmental Psychology II	

Developmental skills required: Basic Reading (3), College Reading, Basic Writing (3), Basic Math (3), Basic Algebra (3) and Basic Algebra II (3) must be completed before Radiologic Procedures & Exposure.

RESPIRATORY CARE (AS)

COURSE	CREDITS
Anatomy & Physiology I	4
Anatomy & Physiology II	4
Microbiology	4
Social Science Requirement*	3
Intro to Psychology or Developmental Psychology I or Developmental Psychology II or Intro to Sociology	

* There are many more social science courses a student could elect in this category.

Developmental skills required: Basic Reading (3), Basic Writing (3), Basic Math (3), and Basic Algebra I (3) must be completed before Introduction to Respiratory Care.

The sequence of courses in associate degree programs allows these programs to be completed in two years by full-time students. Many of our students design three to five-year plans or accererate their progress by attneding summer and/or eveing. classes. For more information see an advisor.

Course Elective Classifications

Electives are courses not specifically prescribed in a curriculum. The chart to the right is meant to help students make elective choices for their respective programs. Students should also consult their Academic Advisor before registering for elective courses.

LIBERAL ARTS

Any **college level** course offered by the following departments with the associated prefixes (for example: Mathematics - MAT)

HUMANITIES

Communications
COM, JRN

English
ENG

Fine & Performing Arts
ART, DAN, MUS, THE

Foreign Languages
ASL, FRN, GER, ITN, SPN, ESL 100-299

Graphic Arts
GRA

Lib Arts/Humanities
LHU

Literature
LIT

Philosophy & Religion
PHI, REL

HONORS
HON

MATHEMATICS
MAT100-299

SCIENCE
BIO, CHM, ERS, PHS, SCI

SOCIAL SCIENCE

Behavioral Sciences
ANT, PSY, SOC

Economics
ECO

History & Government
GEO, GOV, HIS

BUSINESS

Any **college level** course offered with the associated prefixes

ACC, BUS, ECO, FIN, HST, MGT, MKT, TLT

TECHNICAL

Any **college level** course offered with the associated prefixes

COMPUTER

CIS 110-299
CTN
GRA110-299

TECHNOLOGY

CIS110-299
CTE, CTN, EST

COOPERATIVE EDUCATION

A **college level** course offered with the associated prefix

COP 100-299

Elective classification varies
specific to actual co-op placement experience.

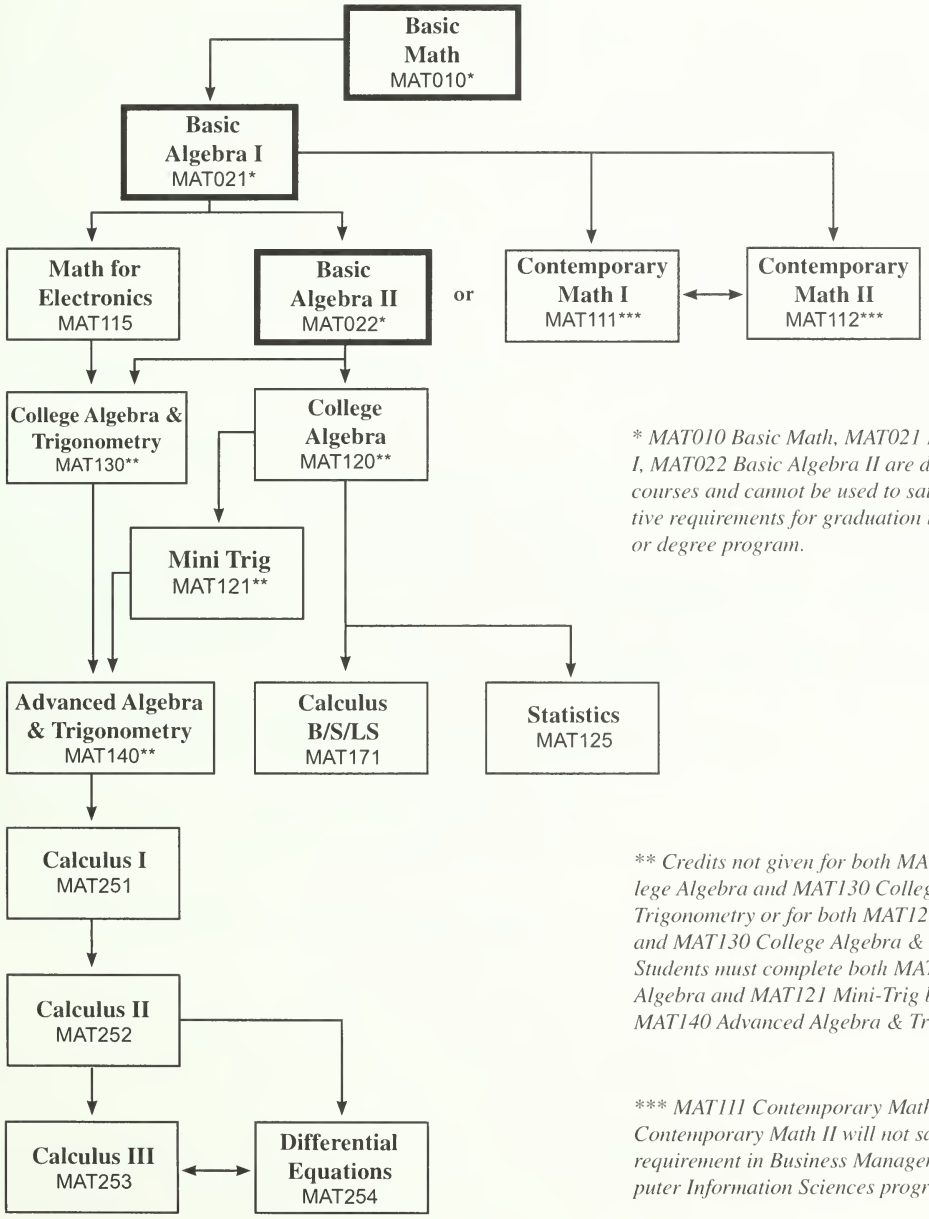
OPEN OR FREE ELECTIVE

Any college level course offered at NECC, including Cooperative Education.
NOTE: All developmental courses are excluded.

Any course 100-299

Math Chart

The Math Chart represents the relationship and sequencing of the math courses offered at NECC. Your initial placement into a sequence of math courses is dependent upon your Math Assessment Test result. Individual programs require particular math courses and sequencing. **Please see an academic advisor before selecting the math course sequences in your academic program.**



** MAT010 Basic Math, MAT021 Basic Algebra I, MAT022 Basic Algebra II are developmental courses and cannot be used to satisfy math elective requirements for graduation in any certificate or degree program.*

*** Credits not given for both MAT120 College Algebra and MAT130 College Algebra & Trigonometry or for both MAT121 Mini-Trig and MAT130 College Algebra & Trigomometry. Students must complete both MAT120 College Algebra and MAT121 Mini-Trig before taking MAT140 Advanced Algebra & Trigonometry.*

**** MAT111 Contemporary Math I and MAT112 Contemporary Math II will not satisfy the math requirement in Business Management or Computer Information Sciences programs.*

REVISED 9/04

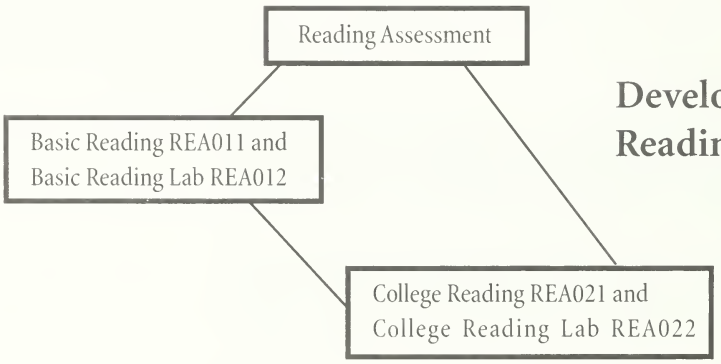
Developmental Reading Course Requirements Policy

The state of Massachusetts has mandated that all students who score below 68 on the CPT Reading Test must be enrolled in a course of developmental reading instruction to improve their skills.

At Northern Essex, developmental reading instruction is provided through four courses: REA011 Basic Reading, REA012 Basic Reading Lab, REA021 College Reading, and REA022 College Reading Lab (please see catalog descriptions). Students must co-register in a reading course and a reading lab course at each level. Students are initially placed in these courses as a result of their assessment test.

Students who initially enroll in REA011 Basic Reading and REA012 Basic Reading Lab are also subsequently required to enroll in REA021 College Reading and REA022 College Reading Lab (under exceptional circumstances, program coordinators may allow for a postponement or waiver of these requirements). Students who are required to take Basic Reading and Basic Reading Lab must successfully complete them before they can enroll in ENG101 English Composition I.

By state policy, the credits earned for these courses may not be applied to graduation requirements.



Developmental Reading Chart

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The Curriculum Plan

The plan of study for each associate degree or certificate program indicates all or some of the following:

- Specific courses, by number and title, which must be completed and the sequence in which they must be completed.
- Required types of courses, such as science, mathematics, humanities, social sciences, etc., which must be completed.
- Elective opportunities (not otherwise limited by specific program requirements) where any course or courses for graduation credit can be chosen as long as the required number of credits to earn the degree is satisfied.

In order to meet the requirements in four semesters, a student must complete an average of at least 15 credit hours each semester. This pace involves a course load which, for a variety of reasons, is too heavy for many students. Therefore, many students take five and six semesters to complete their requirements. The college therefore, defines a full time student as one who is carrying 12 credit hours in one semester.

Students, in consultation with advisors, select courses and create their schedule during the registration period. If students are not able to take the courses in the order in which they are listed in the curriculum plan, students must be certain that they have fulfilled any stated prerequisites for courses that are selected out of sequence.

Accounting

The associate in science degree program in Accounting provides a basic core of business courses which introduces students to a broad variety of areas within the field of business and prepares them to select that particular phase of specialization which best suits their needs, abilities and interests. The Accounting specialization is designed to prepare students to enter business, industry or government in the specific field of accounting. A minimum of 63 credit hours are required for graduation.

Courses	Credits	Comments
Requirements:		
ACC101 Introductory Accounting I	3	
ACC102 Introductory Accounting II	3	Prerequisite
ACC201 Intermediate Accounting I	3	Prerequisite
ACC202 Intermediate Accounting II	3	Prerequisite
ACC203 Cost Accounting	3	Prerequisite
ACC204 Tax Accounting	3	Prerequisite
ACC205 Computerized Accounting Systems	3	Prerequisite
BUS101 Introduction to Business	3	
BUS211 Business Law	3	
CIS110 Computer Applications	3	Prerequisite
ENG101 English Composition I	3	
ENG102 English Composition II	3	Prerequisite
MGT201 Principles of Management	3	
PSY101 Introduction to Psychology	3	
SOC101 Introduction to Sociology	3	
Electives:		
Communications Elective	3	COM111 or COM112
Economics Elective	3	Transfer students should take ECO201 or ECO202
Math Electives	7/8	MAT120 or higher
Science Elective	3/4	
Free Elective	3	

Business Management

The associate in science degree program in Business Management provides a core of business courses, which introduce students to a variety of subject areas within the field of business. It is designed to provide students with the general management skills needed for entry-level positions as supervisors, management or sales trainees, assistant managers or administrators. A wide choice of business electives allows students maximum flexibility in focusing their program of study. A minimum of 60 credit hours are required for graduation.

Courses	Credits	Comments
Requirements:		
ACC101 Introductory Accounting I	3	
ACC102 Introductory Accounting II	3	Prerequisite
BUS101 Introduction to Business	3	
BUS211 Business Law I	3	
CIS110 Computer Applications	3	Prerequisite
ENG101 English Composition I	3	
ENG102 English Composition II	3	Prerequisite
FIN201 Business Finance	3	Prerequisite
MGT201 Principles of Management	3	
MKT210 Principles of Marketing	3	
PSY101 Introduction to Psychology	3	
SOC101 Introduction to Sociology	3	
Electives:		
Business Electives	6	
Communications Elective	3	COM111 or COM112
Economics Elective	3	Transfer students should take ECO201 or ECO202
Math Electives	7/8	MAT120 or higher
Science Elective	3/4	
Free Elective	3	

Business Management: Computer Applications Option

The associate in science degree program in Business Management: Computer Applications Option provides a basic core of business courses that introduces students to a variety of areas within the field of business combined with computer course to provide basic skills in business as well as data management. A wide choice of business management electives allows students maximum flexibility in choosing their program of study. This program may be preferred by those planning to transfer to a four year college who want the flexibility of choosing specific business electives for a particular institution. A minimum of 62 credit hours are required for graduation.

Courses	Credits	Comments
Requirements:		
ACC101 Introductory Accounting I	3	
ACC102 Introductory Accounting II	3	Prerequisite
BUS101 Introduction to Business	3	
BUS211 Business Law I	3	
CIS110 Computer Applications	3	Prerequisite
CIS112 Integrated Computer Applications	3	Prerequisite
CIS113 Data Management Applications	4	Prerequisite
CIS210 Advanced Database Management Software	4	Prerequisite
ENG101 English Composition I	3	
ENG102 English Composition II	3	Prerequisite
FIN201 Business Finance	3	Prerequisite
MGT201 Principles of Management	3	
PSY101 Introduction to Psychology	3	
SOC101 Introduction to Sociology	3	
Electives:		
Communications Elective	3	COM111 or COM112
Economics Elective	3	Transfer students should take ECO201 or ECO202
Math Electives	7/8	MAT120 or higher
Science Elective	3/4	
Free Elective	3	

Business Management: Hospitality Option

Focusing in the areas of:

Hotel & Resort Management

Travel & Tourism Management

Event & Conference Management

The associate in science degree program in Business Management: Hospitality option surveys the hospitality and tourism industry and gives a student a strong foundation in general business and liberal arts. Graduates are prepared for employment in the hospitality industry in their chosen area of interest. Elective options provide the opportunity to customize the course of study to meet the student's specific educational goals. Course work consists of a strong business core, liberal arts courses and an international perspective. A minimum of 60 credit hours are required for graduation.

Courses	Credits	Comments
Requirements:		
ACC101 Introductory Accounting I	3	
ACC102 Introductory Accounting II	3	Prerequisite
BUS105 Managerial Business Communications	3	
CIS110 Computer Application	3	Prerequisite
ENG101 English Composition I	3	
ENG102 English Composition II	3	Prerequisite
HST104 Introduction to Hospitality and Tourism	3	
HST209 Meeting, Event and Conference Management	3	Prerequisite
HST250 Seminars and Work Experience in Hospitality	3	Prerequisite
MAT120 College Algebra	3	Prerequisite
TLT105 International/Domestic Destinations	3	
Electives:		
Behavioral Science Elective	3	ANT101 or SOC101
Program Electives	12	Choose 4 courses from: HST214, HST215, HST216, TLT110 BUS211, COP101, MKT210, MKT212
Science Elective	3/4	Hotel and Resort concentration must take BIO103. Students planning on transferring to a 4-year school are encouraged to take the lab portion of this course, BIO104.
Liberal Arts Electives	9	Spanish is highly recommended

Business Transfer

The associate in science degree program in Business Transfer is designed for students planning to transfer to a four-year institution after completing the associate degree program. It provides study of basic liberal arts and business administration courses to provide a strong background for further study towards the bachelor's degree. A minimum of 62 credit hours are required for graduation.

Courses	Credits	Comments
Requirements:		
ACC101 Introductory Accounting I	3	
ACC102 Introductory Accounting II	3	Prerequisite
BUS101 Introduction to Business	3	
CIS110 Computer Applications	3	Prerequisite
CIS112 Integrated Computer Applications	3	Prerequisite
ECO201 Micro Economics	3	
ECO202 Macro Economics	3	
ENG101 English Composition I	3	
ENG102 English Composition II	3	Prerequisite
PSY101 Introduction to Psychology	3	
SOC101 Introduction to Sociology	3	
Electives:		
Communications Elective	3	COM111 or COM112
Math Electives	3/4	MAT120 or higher (MAT171 recommended)
Science Elective	8	Must be lab sciences
Free Elective	15	Humanities and additional Math courses (MAT125)

Computer & Information Sciences: Applications & Operations Specialist Option

The associate in science degree program in Computer and Information Sciences: Applications & Operations Specialist Option is designed to serve the needs of the career-oriented student who wishes to find employment as an application and/or operations specialist. This program provides training in hardware, applications software, the Internet and Web Page Development, computer networks, and operating systems. A minimum of 65 credit hours are required for graduation.

Courses	Credits	Comments
Requirements:		
CIS110 Computer Applications	3	Prerequisite
CIS112 Integrated Computer Applications	3	Prerequisite
CIS113 Data Management Applications	4	Prerequisite
CIS130 Internet & Web Page Development/HTML	3	Prerequisite
CIS140 Introduction to Computer Science	4	Prerequisite
CIS121 Operating Systems	4	Prerequisite
CTN101 Personal Computer Maintenance & Repair	3	
ENG101 English Composition I	3	
ENG102 English Composition II	3	Prerequisite
Electives:		
Programming Elective	4	CIS141 or CIS142
Program Electives	12/16	Choose 4 courses at level listed or higher: CIS143, CTN102, CTE101, GRA110 COP101, MAT171
Humanities Elective/Social Science Elective	3	Not GRA
Humanities Elective	3	Not GRA
Math Elective	7/8	MAT120 and MAT125 **OR** MAT130 and MAT140 (transfer students)
Social Science Elective	3	
Free Elective	3	

Computer & Information Sciences: Programming Option

The associate in science degree program in Computer and Information Sciences: Programming Option is designed to serve the needs of a variety of students whose goals may vary from employment after graduation to transferring to a four year college majoring in computer science or computer information systems (CIS). Electives allow students to plan their future by focusing on one of four career objectives: computer science transfer, CIS transfer or employment in the business or technical programming career paths. Students should consult with their faculty advisor to plan courses. A minimum of 69 credit hours are required for graduation.

Courses	Credits	Comments
Requirements:		
CIS113 Data Management Applications	4	Prerequisite
CIS140 Introduction to Computer Science	4	Prerequisite
CIS141 Computer Science I	4	Prerequisite
CIS143 Current Topics in Computer Science	4	Prerequisite
CIS210 Advanced Database Management	4	Prerequisite
CIS241 Computer Science II	4	Prerequisite
CIS242 Computer Science III	4	Prerequisite
CIS137 Introduction to Discrete Structures	4	Prerequisite
ENG101 English Composition I	3	
ENG102 English Composition II	3	Prerequisite
Electives:		
Programming Elective	3/4	CIS142 or higher
Program Electives	9/12	Choose 3 courses at level listed or higher: CIS121, CTN102, CTE101, GRA110 COP101, MAT171
Humanities Elective/Social Science Elective	3	Not GRA
Humanities Elective	3	Not GRA
Math Elective	7/8	MAT120 and MAT125 **OR** MAT130 and MAT140 (transfer students)
Social Science Elective	3	
Free Elective	3	

Computer & Information Sciences: Web Technologies Option

The associate in science degree program in Computer & Information Sciences: Web Technologies option with two concentrations is designed to give students the ability to train for a growing range of careers in the web development field. Graduates may work as members of a web development team from within the technical perspective (the Computer Concentration) or the project management perspective (the Business Concentration). The program provides a solid technology and programming base as well as specific training in the technologies that drive the web. Students will take courses in three important web areas (technology, business, and graphics) in order to develop an understanding of the whole web development process. Although the program is designed to prepare students for employment upon graduation, students may transfer to a Baccalaureate degree program such as MIS/IS. A minimum of 67 credit hours are required for graduation.

Courses	Credits	Comments
Requirements:		
CIS113 Data Management Applications	4	Prerequisite
CIS130 The Internet & Web page Development/HTML	3	Prerequisite
CIS140 Introduction to Computer Science	4	Prerequisite
CIS141 Computer Science I	4	Prerequisite
CIS210 Advanced Database Management	4	Prerequisite
CIS230 Web Programming - Client Side	4	Prerequisite
CIS231 Web Programming - Server Side	4	Prerequisite
ENG101 English Composition I	3	
ENG102 English Composition II	3	Prerequisite
MGT215 Teaming & Group Problem Solving	3	
Electives:		
Program Electives	6/8	Choose 2 courses at level listed or higher: CIS143, CTN102, CTE101, GRA110 COP101, MAT171
Business Electives	6	Choose 2 courses at level listed or higher: MGT103, MKT210
Graphic Arts Electives	6	GRA111 or higher
Humanities Elective	3	Not GRA
Math Elective	7/8	MAT120 and MAT125 or MAT130 and MAT140 (transfer students)
Social Science Elective	3	

Criminal Justice

The associate in science degree program in Criminal Justice describes and analyzes the various aspects of the criminal justice system. The curriculum is designed to take a systems approach in understanding the crime problem in the United States. The program is structured to prepare students for professional careers, whether they are pre-service or already working in the criminal justice field. It is recognized that a majority of criminal justice students continue their education after completing their degree. Consequently, the curriculum has a broad, academic orientation, facilitating transfer to four-year institutions. A minimum of 63 credit hours are required for graduation.

Courses	Credits	Comments
Requirements:		
CIS110 Computer Applications	3	Prerequisite
CRJ101 Introduction to Criminal Justice	3	
CRJ102 Incarceration & Alternatives	3	
CRJ103 Modern Policing	3	
CRJ201 Critical Incident Response	3	
CRJ202 Criminal Law	3	Prerequisite
ENG101 English Composition I	3	
ENG102 English Composition II	3	Prerequisite
GOV101 American Government & Policies	3	
GOV211 Civil Rights and Liberties	3	Prerequisite
PHI121 Practical Logic	3	
PSY101 Introduction to Psychology	3	
SOC101 Introduction to Sociology	3	
SOC104 Introduction to Criminology	3	
Electives:		
Criminal Justice Elective	3	CRJ203 or CRJ204 or CRJ210, Prerequisite
Criminal Justice Internship	3	CRJ291 or CRJ250, Prerequisite
Math Elective	3/4	MAT111 or higher
Science Electives	6/8	Lab Sciences required for Transfer
Free Electives	6	Humanities recommended

Deaf Studies: American Sign Language Option

The associate in arts degree program in Deaf Studies: American Sign Language Option has been designed to provide students with a broad educational experience, including the balance and diversity of general education and the knowledge and skills of American Sign Language (ASL). Students are provided the opportunity to develop an understanding of American Sign Language, Deaf Culture and the world around them. Graduates will be able to both continue their education at other institutions of higher learning and to gain employment in group homes, sheltered workshops and other facilities providing services for deaf people as the program provides for career exploration within the deaf community and the basic academic preparation for transfer to bachelor degree programs. A minimum of 64 credit hours are required for graduation.

Program prerequisites: ASL101 Elementary ASL I and ASL 102 Elementary ASL II with a "B" or better or demonstrate comparable skills/knowledge. See a representative in the Office of Admission for additional admissions criteria for this program. All ASL and DST courses, with the exception of DST101, require a DST major or permission of the instructor.

Additional Admissions Criteria: The Office of Admission will provide additional admissions criteria for this program. Please call 978-556-3600 for more information.

CORI/SORI: Students interested in participating in this academic program may be required to undergo a Criminal Offender Record Information (CORI) and/or Sex Offender Record Information (SORI) check.

Courses	Credits	Comments
Requirements		
ASL111 Advanced American Sign Language I	5	Prerequisite
ASL112 Advanced American Sign Language II	5	Prerequisite
ASL201 Advanced American Sign Language III	5	Prerequisite
ASL202 Advanced American Sign Language IV	3	Prerequisite
ASL203 American Sign Language Linguistics	3	Prerequisite
ASL205 Deaf Literature and ASL Folklore	3	Prerequisite
DST101 Introduction to the Deaf Community	3	
DST102 Introduction to the Interpreting Field	4	Prerequisite
DST191 Introduction to Practicum	2	Prerequisite
ENG101 English Composition I	3	
ENG102 English Composition II	3	Prerequisite
GOV102 Introduction to Political Science	3	
SOC205 Introduction to Deaf Culture	3	Prerequisite or permission of the instructor
Electives:		
Behavioral Science Elective	3	ANT101 or SOC101
Math Elective	3/4	MAT111 or higher
Science Electives	7/8	One must be 4 credit lab science
Free Electives	6	It is strongly recommended that students choose electives in consultation with their advisor or program coordinator.

Deaf Studies: Sign Language Interpreter Option

The associate in arts degree program in Deaf Studies: Sign Language Interpreter Option is designed to provide students with a broad educational experience based on a balance and diversity of general education, American Sign Language (ASL) and interpreting courses. Students are provided the opportunity to develop an understanding of the profession of interpreting for deaf and hearing individuals and the knowledge, attitude and skills necessary to function as entry-level professional interpreters. The program also provides for career exploration within the deaf community and the basic academic preparation for possible transfer to bachelor degree programs. A minimum of 72 credit hours are required for graduation.

Program prerequisites: ASL101 Elementary ASL I and ASL 102 Elementary ASL II with a "B" or better or demonstrate comparable skills/knowledge. See a representative in the Office of Admission for additional admissions criteria for this program. All ASL and DST courses, with the exception of DST101, require a DST major or permission of the instructor.

Additional Admissions Criteria: The Office of Admission will provide additional admissions criteria for this program. Please call 978-556-3600 for more information.

CORI/SORI: Students interested in participating in this academic program may be required to undergo a Criminal Offender Record Information (CORI) and/or Sex Offender Record Information (SORI) check.

Courses	Credits	Comments
Requirements:		
ASL111 Advanced American Sign Language I	5	Prerequisite
ASL112 Advanced American Sign Language II	5	Prerequisite
ASL201 Advanced American Sign Language III	5	Prerequisite
ASL202 Advanced American Sign Language IV	3	Prerequisite
ASL203 American Sign Language Linguistics	3	Prerequisite
ASL205 Deaf Literature and ASL Folklore	3	Prerequisite
DST101 Introduction to the Deaf Community	3	
DST102 Introduction to the Interpreting Field	4	Prerequisite
DST191 Introduction to Practicum	2	Prerequisite
DST201 Consecutive Interpreting	5	Prerequisite
DST202 Simultaneous Interpreting	5	Prerequisite
DST291 Interpreting Practicum I	2	Prerequisite
DST292 Interpreting Practicum II	2	Prerequisite
ENG101 English Composition I	3	
ENG102 English Composition II	3	Prerequisite
GOV102 Introduction to Political Science	3	
SOC205 Introduction to Deaf Culture	3	Prerequisite or permission of instructor
Electives:		
Behavioral Science Elective	3	ANT101 or SOC101
Math Elective	3/4	MAT111 or higher
Science Electives	7/8	One must be 4 credit lab science

Early Childhood Education: Day & Evening Options

The associate in science degree program in Early Childhood Education is career oriented and designed to enable students to choose a professional role in early childhood education. The program is structured to prepare students for professional careers whether they are pre-service or already working in the field of early childhood education. How children grow, develop and learn will become more meaningful through course work, directed observation and the study of the young child as an individual and as he/she functions in a variety of group settings. An integral part of this program is, therefore, the practicum placement which allows the student to apply theory and new skills, under guidance and supervision, in a variety of classrooms and educational programs. The program also provides the foundation for further study at a four-year college. To meet graduation requirements, 64 credit hours are required for students with documented work experience, and 66 credit hours are required for pre-service students.

Students must maintain a grade of C or above in all ECE prefixed courses to proceed to the next semester's sequence in Early Childhood Education. Students whose grades fall below this level may continue only with the permission of the Early Childhood Education Coordinator.

CORI/SORI: Students interested in participating in this academic program may be required to undergo a Criminal Offender Record Information (CORI) and/or Sex Offender Record Information (SORI) check.

Courses	Credits	Comments
Requirements:		
COM111 Public Speaking	3	
ECE101 Introduction to Early Childhood Education	3	
ECE181 ECE Field Placement I	1	Pre-service Students Only
ECE182 ECE Field Placement II	1	Pre-service Students Only
ECE201 Language & Reading Development	3	
ECE202 Expressive Learning Activities in EC Curriculum	3	
ECE203 Math & Science in EC Curriculum	3	
ECE250 Seminar in Philosophy in ECE	3	Taken with ECE272 or ECE282
ENG101 English Composition I	3	
ENG102 English Composition II	3	Prerequisite
PSY101 Introduction to Psychology	3	
PSY208 Problems of Early Childhood	3	Prerequisite
Electives:		
Program Electives	11	ECE103 **OR** ECE111 and ECE271 (Day Students) or ECE281 (Evening Students) and ECE272 (Day Students) or ECE282 (Evening Students)
Behavioral Science Elective	3	PSY103 or PSY203
History & Government Elective	3	HIS101 or HIS102 recommended
Math Elective	3	Students planning to transfer should consult with an advisor
Science Electives	8	Highly recommended BIO111 and SCI111
Free Elective	3	Students planning to transfer should consult with an advisor
Humanities Elective	3	Students planning to transfer should consult with an advisor

Electronic Technology

The associate in science degree option in Electronic Technology is designed primarily to prepare students for employment (often as an engineering assistant) with immediate marketable skills in electronic techniques. Heavy emphasis is put on use of state-of-the-art devices and laboratory equipment, and the preparing of complete, analytical laboratory reports. A minimum of 68 credit hours are required for graduation.

Courses	Credits	Comments
Requirements:		
CTE101 Fundamentals of Digital Logic	3	
CTE102 Digital Logic Lab	1	Co-requisite
CTE111 Circuit Analysis I	4	Prerequisite
CTE112 Circuit Analysis II	4	Prerequisite
CTE201 Electronics I	5	Prerequisite
CTE202 Electronics II	5	Prerequisite
CTE210 Microcomputers	4	Prerequisite
CTE220 Digital Electronics	4	Prerequisite
CTE221 Electronic Communication Systems	4	Prerequisite
CTE222 Digital Communications	3	Prerequisite
ENG101 English Composition I	3	
ENG102 English Composition II	3	Prerequisite
Electives:		
Program Electives	8	Choose 1 from both sequences: Sequence 1 - CTE211 or PHS111 and Sequence 2 - CTE223 or PHS112
Humanities/Social Science Electives	6	
Math Electives	8	MAT115, MAT130 or MAT140 or higher
Technology Elective Or Cooperative Education	3/4	

Electronic Technology: Biomedical Option

The associate in science degree program in Electronic Technology Biomedical Option is a career program designed to train students for employment with immediate marketability as technicians skilled in the technology of biomedical electronics. Emphasis is on use of electronic devices and laboratory equipment and the maintenance and repair of medical electronic equipment. A minimum of 62 credit hours are required for graduation.

Courses	Credits	Comments
Requirements:		
BIO101 Human Biology	3	
CTE101 Fundamentals of Digital Logic	3	
CTE102 Digital Logic Lab	1	Co-requisite
CTE111 Circuit Analysis I	4	Prerequisite
CTE112 Circuit Analysis II	4	Prerequisite
CTE120 Intro to Medical Electronics & Clinical	1	
CTE122 Medical Equipment Troubleshooting	3	Prerequisite
CTE201 Electronics I	5	Prerequisite
CTE202 Electronics II	5	Prerequisite
CTE210 Microcomputers	4	Prerequisite
CTN101 PC Maintenance and Repair	3	
COP101 Cooperative Education I	3	Prerequisite
ENG101 English Composition I	3	
ENG102 English Composition II	3	Prerequisite
Electives:		
Humanities/Social Science Electives	6	
Math Electives	8	MAT115, MAT130 or MAT140 or higher
Technology Elective	3/4	CTN201 recommended

Electronic Technology: Computer Network Engineering Option

The associate in science degree option in Computer Network Engineering (CNE) is a career program designed to train students for employment in computer network engineering. A strong foundation in analog electronics is combined with courses emphasizing digital applications and computer networking. A minimum of 67 credit hours are required for graduation.

Courses	Credits	Comments
Requirements:		
CTE101 Fundamentals of Digital Logic	3	
CTE102 Digital Logic Lab	1	Co-requisite
CTE111 Circuit Analysis I	4	Prerequisite
CTE112 Circuit Analysis II	4	Prerequisite
CTE201 Electronics I	5	Prerequisite
CTE202 Electronics II	5	Prerequisite
CTE210 Microcomputers	4	Prerequisite
CTE222 Digital Communications	3	Prerequisite
CTN201 Computer Networks I	3	Prerequisite
CTN211 Network Operating Systems I	4	Prerequisite
CTN222 Computer Networks II	4	Prerequisite
CTN223 Computer Networks III	4	Prerequisite
ENG101 English Composition I	3	
ENG102 English Composition II	3	Prerequisite
Electives:		
Communications Electives	3	COM111 or COM112
Math Electives	8	MAT115, MAT130 or MAT140 or higher
Social Science Elective	3	
Technology Elective **Or** Cooperative Education	3/4	

Electronic Technology: Computer Systems Option

The associate in science degree option in Computer Systems is a career program designed to train students for employment as computer technicians. A strong foundation in analog electronics is combined with courses emphasizing digital and computer applications. A minimum of 66 credit hours are required for graduation.

Courses	Credits	Comments
Requirements:		
CTE101 Fundamentals of Digital Logic	3	
CTE102 Digital Logic Lab	1	Co-requisite
CTE111 Circuit Analysis I	4	Prerequisite
CTE112 Circuit Analysis II	4	Prerequisite
CTE201 Electronics I	5	Prerequisite
CTE202 Electronics II	5	Prerequisite
CTE210 Microcomputers	4	Prerequisite
CTE220 Digital Electronics	4	Prerequisite
CTE221 Electronic Communication Systems	4	Prerequisite
CTE222 Digital Communications	3	Prerequisite
CTN101 PC Maintenance and Repair	3	
ENG101 English Composition I	3	
ENG102 English Composition II	3	Prerequisite
Electives:		
Math Electives	8	MAT115, MAT130 or MAT140 or higher
Humanities/Social Science Electives	6	
Technology Electives	6/8	Choose 1 from each sequence: Sequence 1 - CTN201 or CIS151 and Sequence 2 - CTN222 or CIS152

Elementary Education: Day and Evening Options

The associate in science degree program in Elementary Education is designed for students pursuing a career in the field of education and interested in becoming licensed teachers. It provides both a strong groundwork in the arts and sciences through required Liberal Arts courses and a foundation in topics relevant to teaching. Education courses integrate theory and practice by focusing on child development, cultural diversity, special education, the reading process, and the Massachusetts Curriculum Frameworks. Students who complete this program will have received sufficient preparation for continued study at a four-year college. A minimum of 62/64 credit hours are required for graduation.

CORI/SORI: Students interested in participating in this academic program may be required to undergo a Criminal Offender Record Information (CORI) and/or Sex Offender Record Information (SORI) check.

Courses	Credits	Comments
Requirements:		
BIO111 Introduction to Biology	4	
COM111 Public Speaking	3	
EDU101 Introduction to Teaching	3	
EDU102 Introduction to Special Education	3	Prerequisite (ENG101, EDU101 & enrollment in Elementary Education Program or permission of instructor)
EDU202 Language and Literacy in Education	3	Prerequisite (ENG101, EDU101 & Enrollment in Elementary Education Program or permission of instructor)
EDU203 Diversity and Multiculturalism in Education	3	Prerequisite (ENG101, EDU101 & enrollment in Elementary Education Program or permission of instructor)
ENG101 English Composition I	3	
ENG102 English Composition II	3	Prerequisite
GEO101 Introduction to Geography	3	
PSY101 Introduction to Psychology **OR**	3	
SOC101 Introduction to Sociology		
PSY102 Human Growth & Development through Adolescence **OR**	3	
PSY201 Developmental Psychology I		Prerequisite (for Dev. Psych)
SCI111 Physical Science I	4	
Electives:		
Free Electives	6	It is strongly recommended that students choose electives in consultation with the program coordinator for maximum transferability.
History Electives	6	Choose two HIS: 101, 102, 111, 112, 121, 122
Literature Electives	6	Choose two LIT: 201, 202, 211, 212, 271, 272,
Math Electives	6/8	Choose two MAT: 125 or higher

Engineering Science

The associate in science degree program in Engineering Science is designed to prepare an engineering student for transfer to a four-year college or university. A core curriculum has been developed in cooperation with the American Society for Engineering Education and engineering divisions of several four-year institutions. The core curriculum allows the student an opportunity to explore various engineering fields equipping him/her to choose the field of specialization best suited to his/her interests and abilities. The fields of engineering include computer/electrical, mechanical, civil, chemical and environmental. A strong background in mathematics is required. A minimum of 67 credit hours are required for graduation.

Courses	Credits	Comments
Requirements		
ENG101 English Composition I	3	
ENG102 English Composition II	3	Prerequisite
EST100 Engineering Design Graphics	3	
MAT251 Calculus I	4	Prerequisite
MAT252 Calculus II	4	Prerequisite
MAT253 Calculus III	4	Prerequisite
MAT254 Differential Equations	4	Prerequisite
PHS131 Engineering Physics I	4	Prerequisite
COMPUTER/ELECTRICAL ENGINEERING-FOCUS		
CTE101 Fundamentals of Digital Logic	3	
CTE102 Digital Logic Lab **OR**	1	Co-requisite
CTE103 Digital Design Lab		
CTE210 Microcomputers	4	Prerequisite
EST231 Engineering Circuit Analysis I	5	Prerequisite
EST232 Engineering Circuit Analysis II	5	Prerequisite
PHS133 Engineering Physics III	4	Prerequisite
CIVIL/MECHANICAL ENGINEERING-FOCUS		
CIS151 Introduction to CAD/CAM	3	
CIS152 Computer Aided Drafting	3	Prerequisite
CHM121 General Chemistry I	4	Prerequisite
CHM122 General Chemistry II	4	Prerequisite
PHS132 Engineering Physics II	4	Prerequisite
CHEMICAL/ENVIRONMENTAL ENGINEERING-FOCUS		
CHM121 General Chemistry I	4	Prerequisite
CHM122 General Chemistry II	4	Prerequisite
PHS132 Engineering Physics II	4	Prerequisite
PHS133 Engineering Physics III	4	Prerequisite
Liberal Arts Elective	3/4	
Electives:		
Computer Electives	8	CIS140 or higher only, CIS240 recommended
Humanities Electives	6	Not GRA, COM recommended, LIT required for UMASS Lowell
Social Science Electives	6	ECO201 and ECO202 recommended

General Studies

The associate in arts degree option in General Studies is designed to provide a flexible curriculum which combines a core of transfer courses with an opportunity to explore either particular liberal arts interests such as arts, graphic design, mathematics, natural sciences or social science, or occupational courses in such careers as engineering, computer science, management and health professions. A minimum of 61 credit hours are required for graduation.

Courses	Credits	Comments
Requirements:		
ENG101 English Composition I	3	
ENG102 English Composition II	3	Prerequisite
Electives:		
Behavioral Science Elective	3	
Fine & Performing Arts/Foreign Language/Philosophy & Religion Elective	3	
History & Government Elective	3	
Humanities Elective	3	
Literature Elective	3	
Math Elective	3/4	
Science Electives	7/8	
Social Science Elective	3	
Liberal Arts Elective	3	
Free Electives	24	

General Studies: Multi-Media Option

The associate in arts degree option in Multi-Media is an integrated concentration designed to prepare students for a diverse array of career opportunities and/or advanced program of study in the media field. Students will develop companion skills needed in web development, media production (video and audio production) and computer graphics. Students will also be able to specialize in a field of interest such as Graphic Design, Music, TV Production and Photography. 61/63 credit hours are required for graduation.

Courses	Credits	Comments
Requirements:		
ART121 Photography	3	
COM101 TV Production	3	
ENG101 English Composition I	3	
ENG102 English Composition II	3	Prerequisite
GRA110 Macintosh Design	3	
GRA121 New Media I	3	
GRA122 New Media II	3	Prerequisite
GRA202 Computer Animation	3	Prerequisite
GRA205 Computer Illustration	3	Prerequisite
GRA210 Digital Imaging (Photoshop)	3	Prerequisite
GRA220 Seminar in New Media	3	Prerequisite
HIS111 Western Civilization I	3	
HIS112 Western Civilization II	3	
PSY101 Introduction to Psychology **OR** ANT101 Cultural Anthropology	3	
Electives:		
Graphic Arts/Art/Music Electives	6	GRA213, GRA215
Math Elective	3/4	MAT111 or higher
Literature Elective	3	
Science Electives	7/8	One must be 4 credit lab science

General Studies: Visual Arts

The associate in arts degree option in General Studies: Visual Arts Option has two basic objectives: to equip students with the skills necessary to transfer to four year colleges and arts schools and to develop the skills necessary to pursue a career in fine arts. The program is also designed for students who have an interest in art education or art therapy. This program supplies students with a strong foundation in the visual arts with an emphasis in drawing and painting and exposure to art history. A minimum of 62 credit hours are required for graduation.

Courses	Credits	Comments
Requirements:		
ART100 Introduction to Creative Experience	3	
ART102 World Art	3	
ART111 Drawing I	3	
ART112 Drawing II	3	Prerequisite
ART121 Intro to Photography	3	
ART214 Figure Drawing	3	Prerequisite
ART231 Painting I	3	
ART232 Painting II	3	Prerequisite
ART233 Portfolio for Visual Arts	1	Prerequisite
ENG101 English Composition I	3	
ENG102 English Composition II	3	Prerequisite
Electives:		
Arts Electives	9	ART or GRA
Behavioral Science Electives	3	PSY101 or ANT101
History Electives	6	Choose 1 sequence: Sequence 1 - HIS111 and HIS112 Or Sequence 2 - HIS121 and HIS122
Literature Elective	3	
Math Elective	3/4	MAT111 or higher
Science Electives	7/8	One course must be 4 credit lab science

Graphic Design

The associate in arts degree in Graphic Design has two basic objectives: to teach students the skills used in design, layout, reproduction, advertising, and other graphic arts professions; and secondly, to prepare students for professional schools and advanced work in graphic design, advertising, or desktop publishing. A minimum of 62 credit hours are required for graduation.

Courses	Credit	Comments
Requirements:		
ART111 Drawing I	3	
ART110 Color & Design	3	
ART211 Illustration I	3	Prerequisite
ENG101 English Composition I	3	
ENG102 English Composition II	3	Prerequisite
GRA101 Graphic Design I	3	
GRA102 Graphic Design II	3	Prerequisite
GRA110 Macintosh Design	3	
GRA111 Publication Design	3	Prerequisite
GRA205 Computer Illustration	3	Prerequisite
GRA210 Digital Imaging (Photoshop)	3	Prerequisite
GRA250 Portfolio for Graphic Design	1	
HIS111 Western Civilization I	3	
HIS112 Western Civilization II	3	
MKT211 Advertising	3	
PSY101 Introduction to Psychology	3	
Electives:		
Arts Elective	3	GRA or ART or COP
Literature Elective	3	
Math Elective	3/4	MAT111 or higher
Science Electives	7/8	One must be 4 credit lab science Students transferring must take 2 lab sciences

Human Services

This associate in science degree program in Human Services is designed to give students a solid foundation in the principles, theories and skills needed to provide services as a Human Service Practitioner. Graduates have the essential skills to work in a range of settings with both adults and children with mental illness, developmental disability and/or substance abuse. The program prepares graduates to promote and respect the dignity of all individuals and to be sensitive to cultural diversity. Supervised clinical experiences are integral to the program and afford opportunity to grow as a person and as a professional. The program contains the National Community Support Skill Standards and is approved by the Council for Standard in Human Service Education. A minimum of 61 credit hours are required for graduation.

All courses with an "HUS" prefix, except for the introductory course HUS101, are restricted to students enrolled in the Human Services Associates Degree, the Community Support Human Services Practitioner Certificate, the Direct Support Certificate or the Alcohol/Drug Abuse Counseling Certificate. Any requests for exceptions to this policy need to be addressed to the course instructor or Program Coordinator.

Additional Admissions Criteria: The Office of Admission will provide additional admissions criteria for this program. Please call 978-556-3600 for more information.

CORI/SORI: Students interested in participating in this academic program may be required to undergo a Criminal Offender Record Information (CORI) and/or Sex Offender Record Information (SORI) check.

Northern Essex Community College is committed to the success of every student. Students with legal issues in their background will meet with a committee as part of the CORI/SORI process and will receive guidance and counseling throughout the review of their records. NECC personnel make every effort to help students prepare for careers in their chosen field. Students are encouraged to seek assistance and support.

Courses	Credits	Comments
Requirements:		
ART100 Introduction to the Creative Experience	3	
BIO101 Human Biology	3/4	Transferring students may need to also take BIO102 lab
ENG101 English Composition I	3	
ENG102 English Composition II	3	Prerequisite
GOV101 American Government & Politics	3	
HUS101 Introduction to Human Services	3	Fall semester only
HUS102 Observation & Recording of Human Services Program	1	Fall semester only, Prerequisite, Co-requisite
HUS170 Modalities of Treatment	3	Spring semester only, Prerequisite
HUS190 Human Services Practicum I	4	CORI/SORI, Prerequisite, Co-requisite
HUS201 Group Dynamics	3	Fall semester only, Prerequisite
HUS202 Behavior Management Principles & Techniques	3	Spring semester only, Prerequisite
HUS250 Seminar in Human Services	3	Spring semester only, Prerequisite, Co-requisite
HUS291 Human Services Practicum II	4	CORI/SORI, Prerequisite
HUS292 Human Services Practicum III	4	CORI/SORI, Prerequisite, Co-requisite
PSY101 Introduction to Psychology	3	
PSY207 Abnormal Psychology	3	Prerequisite
Electives:		
Science Electives	3/4	BIO103 recommended
Sociology Elective	3	SOC
Free Electives	6	

Illustration

The associate in arts degree option in Illustration is a two year program for art students who have an interest in visual communication and are interested in pursuing a career in pictorial communication. The curriculum requires course work in art, design, illustration, business and computer graphics. The program is designed to teach students the entry-level skills used in commercial studio; and to prepare students for advanced work in four-year colleges, business, design and advertising. A minimum of 62 credit hours are required for graduation.

Courses	Credits	Comments
Requirements:		
ART110 Color & Design	3	
ART111 Drawing I	3	
ART112 Drawing II	3	Prerequisite
ART121 Photography	3	
ART211 Illustration I	3	Prerequisite
ART212 Illustration II	3	Prerequisite
ART213 Portfolio for Illustration	1	Prerequisite
ART214 Figure Drawing	3	Prerequisite
ENG101 English Composition I	3	
ENG102 English Composition II	3	Prerequisite
GRA110 Macintosh Design	3	
GRA205 Computer Illustration	3	Prerequisite
GRA210 Digital Imaging (Photoshop)	3	Prerequisite
Electives:		
Art/Graphic Design Elective	3	ART or GRA
Behavioral Science Elective	3	ANT101 (Strongly recommended)
History Electives	6	Choose 1 sequence: Sequence 1 - HIS111 and HIS112 or Sequence 2 - HIS121 and HIS122
Literature Elective	3	
Math Elective	3/4	MAT111 or higher
Science Electives	7/8	One must be 4 credit lab science Students transferring must take 2 lab sciences

Liberal Arts

The associate in arts degree in Liberal Arts is designed to give students the knowledge, skills and abilities to make sound judgments, to reach reasoned conclusions and to express themselves confidently and effectively. It also offers a course of study appropriate for students who plan to transfer to a four-year educational institution. A minimum of 62 credit hours are required for graduation.

Courses	Credits	Comments
Requirements:		
ENG101 English Composition I	3	
ENG102 English Composition II	3	Prerequisite
Electives:		
Behavioral Science Electives	6	
History & Government Electives	6	
Fine & Performing Arts/Foreign Language/ Philosophy & Religion Electives	6	
Literature Electives	6	
Math Electives	6/8	MAT111 or higher
Science Electives	8	Must be 2 lab science courses
Liberal Arts Electives	12	3 credits PED may be substituted for 1 Liberal Arts elective
Free Electives	6	

Liberal Arts: Computer & Information Sciences Option

The Liberal Arts Option in Computer & Information Sciences (CIS) is offered by the Department of Computer and Information Sciences and the Liberal Arts divisions. This option provides study in liberal arts and computer & information sciences, and is designed for those students who may wish to transfer to a four year institution. This program is also designed to meet individual student needs and career goals in the broad fields encompassing computers and information processing. A minimum of 64 credit hours of work are required for graduation.

Courses	Credits	Comments
Requirements:		
ENG101 English Composition I	3	
ENG102 English Composition II	3	Prerequisite
Electives:		
Behavioral Science Electives	6	
Computer Elective	4	CIS141 or CIS142
Fine & Performing Arts/Foreign Language/ Philosophy & Religion Electives	6	
History & Government Electives	6	
Literature Electives	6	
Math Electives	7/8	Choose one sequence: Sequence 1 - MAT120 and MAT125 or Sequence 2 - MAT130 and MAT140
Science Electives	8	
Program Electives	15/20	Choose 5 courses this level or higher: CIS110, MAT251

Liberal Arts: Creative Arts Option

The associate in arts degree option in Creative Arts allows students to explore their interest in dance, music, theater or art. Students may transfer credits into education, therapy or professional programs at four-year colleges. Dance, music and theater productions presented each year offer excellent opportunity for practical experience. A minimum of 62 credit hours are required for graduation.

Courses	Credits	Comments
Requirements:		
ANT101 Cultural Anthropology	3	
ART101 Introduction to Creative Arts	3	
ENG101 English Composition I	3	
ENG102 English Composition II	3	Prerequisite
HIS111 Western Civilization I	3	
HIS112 Western Civilization II	3	
HUM101 Introduction to Humanities	3	
LIT221 Western Literature I	3	
LIT222 Western Literature II	3	
Electives:		
Behavioral Science Electives	3	
Fine & Performing Arts Electives	12	
Math Electives	6/8	MAT111 and MAT112 or MAT120 or higher
Science Electives	8	Must be lab science - Sequential courses are recommended
Free Electives	6	

Liberal Arts: Cross-Cultural Studies

The associate in arts degree option in Cross-Cultural Studies is recommended for students who wish to explore the current social and cultural characteristics of other societies and ethnic groups in today's world. In addition to providing a sound Liberal Arts foundation, this program introduces the student to the diversity of American and other cultures. 62 credit hours are required for graduation.

Courses	Credits	Comments
Requirements:		
ENG101 English Composition I	3	
ENG102 English Composition II	3	Prerequisite
PSY101 Introduction to Psychology	3	
SOC101 Introduction to Sociology	3	
ANT101 Cultural Anthropology	3	
ANT201 The First Americans **OR**	3	Prerequisite
SOC203 Women & Society **OR**		
SOC204 Race & Ethnic Relations		
SOC201 Contemporary Social Problems	3	
GEO101 Introduction to Geography	3	
HIS121 World Civilization I	3	
HIS122 World Civilization II	3	
Electives:		
Philosophy, Foreign Language, Religion, Fine Arts	6	World Religions & Foreign Language highly recommended
Literature Electives	6	
Math Electives	7/8	Any Math course at the level of MAT120 or higher. MAT125 is highly recommended
Science Electives	8	Must be lab science
Free Electives	6	

Liberal Arts: Dance Option

The associate in arts degree option in Dance enables students to pursue a career in dance or to transfer to a four-year college in either professional dance or dance education. Students will develop ease of movement, coordination, endurance and self-expression as they learn the technical skills that dance requires in both classroom and performance settings. Students will also learn choreographic skills to be applied in both solo and group settings. A minimum of 64 credit hours are required for graduation.

Courses	Credits	Comments
Requirements:		
ANT101 Cultural Anthropology	3	
ART101 Introduction to Creative Arts	3	
DAN101 Dance Composition	3	
DAN102 Dance in Performance	3	
DAN121 Ballet I	2	
DAN122 Ballet II	2	
DAN131 Jazz I	2	
DAN141 Modern Dance I	2	
DAN201 Dance Repertory I	3	
DAN202 Dance Repertory II	3	
ENG101 English Composition I	3	
ENG102 English Composition II	3	Prerequisite
HIS111 Western Civilization I	3	
HIS112 Western Civilization II	3	
LIT221 Western Literature I	3	
LIT222 Western Literature II	3	
Electives:		
Behavioral Science Elective	3	
Math Electives	6/8	MAT111 and MAT112 or MAT120 or higher
Science Electives	8	Must be lab science - BIO121 and BIO122 recommended
Liberal Arts Elective	3	

Liberal Arts: History Option

The associate in arts degree option in History offers guidance in course selection to students interested in pursuing a bachelor's degree in History. Although this sequence takes into account prerequisites in the History departments in many New England colleges, students interested in a history major should consult an advisor and transfer institutions concerning appropriate electives. A minimum of 63 credit hours are required for graduation.

Courses	Credits	Comments
Requirements:		
ECO201 Micro Economics	3	
ECO202 Macro Economics	3	
ENG101 English Composition I	3	
ENG102 English Composition II	3	Prerequisite
GEO101 Introduction to Geography	3	
HIS101 U.S. History **OR**	3	
HIS111 Western Civilization I **OR**		
HIS121 World Civilization I		A sequence (HIS 101 and HIS 102, HIS111 and HIS112, HIS121 and HIS122) is recommended
HIS102 U.S. History II **OR**	3	
HIS112 Western Civilization II **OR**		
HIS 122 World Civilization II		
MAT120 College Algebra	3	
Electives:		
Behavioral Science Electives	6	
Foreign Language Electives	6	
History & Government Electives	9	3 courses from the following: GOV101, GOV212, HIS201 or higher
Literature Electives	6	
Math Elective	4	MAT125 or MAT171 Prerequisite
Science Electives	8	Must be lab science

Liberal Arts: International Relations Option

The associate in arts degree option in International Relations offers guidance in course selection to students interested in pursuing further study of international topics at a four-year institution. It is designed for students who wish to include an international perspective in their curriculum at Northern Essex. Students are urged to consult an advisor and transfer institutions when choosing electives. A minimum of 63 credit hours are required for graduation.

Courses	Credits	Comments
Requirements:		
ANT101 Cultural Anthropology	3	
ECO201 Micro Economics	3	
ENG101 English Composition I	3	
ENG102 English Composition II	3	Prerequisite
GEO101 Introduction to Geography	3	
GOV102 Introduction to Political Science	3	
MAT120 College Algebra	3	
SOC101 Introduction to Sociology	3	
Electives:		
Foreign Language	6	
History Elective	3	Choose one of the following: HIS221, HIS222, HIS231
History Elective	6	Not - HIS101, HIS102, HIS202, HIS204, HIS211, HIS251, HIS252
Literature Electives	6	Choose 2 from the following: LIT211, LIT212, LIT222, LIT243
Philosophy & Religion Elective	3	
Science Electives	8	Must be lab science
Free Elective	3	ECO202 or BUS214 recommended
Math Elective	4	MAT125 or MAT171 Prerequisite

Liberal Arts: Journalism/Broadcasting Option

The associate in arts degree option in Journalism/Broadcasting will provide students with the opportunity to learn what it's like to work in the communications field. The option provides basic courses and practical experience which prepares students for a career in print or broadcast journalism, including jobs with newspapers, magazines, publishing, television or radio. Graduating students are also prepared to transfer to four-year journalism and communication majors. A minimum of 62 credit hours are required for graduation.

Courses	Credits	Comments
Requirements:		
COM101 TV Production	3	
COM103 Broadcast Reporting & Announcing	3	
ENG101 English Composition I	3	
ENG102 English Composition II	3	Prerequisite
GRA110 Macintosh Design	3	
GOV101 American Government & Politics	3	
JRN101 Journalism I	3	
JRN102 Journalism II	3	Prerequisite
PSY101 Introduction to Psychology	3	
Electives:		
Behavioral Science Elective	3	ANT101 or SOC101
Fine & Performing Arts/Foreign Language/ Philosophy & Religion Elective	3	
History & Government Elective	3	
Journalism Elective	3	JRN201, JRN291 or COP
Literature Electives	6	
Math Electives	6/8	MAT111 or higher
Science Electives	8	Must be lab sciences
Liberal Arts Elective	3	JRN recommended; 3 credits of PED courses may be substituted for 3 Liberal Arts elective credits

Liberal Arts: Legal Studies Option

The associate in arts degree option in Legal Studies offers guidance in course selection to students interested in pursuing further their study of law at a four-year institution. It is designed for students who wish to understand the impact of legal issues in a variety of fields in contemporary society. Students are urged to consult an advisor and transfer institutions when choosing electives. A minimum of 63 credit hours are required for graduation.

Courses	Credits	Comments
Requirements:		
ENG101 English Composition I	3	
ENG102 English Composition I I	3	Prerequisite
GOV101 American Government & Politics	3	
GOV102 Introduction to Political Science	3	
GOV110 Introduction to American Law	3	
GOV211 Civil Rights & Liberties	3	Prerequisite
MAT120 College Algebra	3	
MAT125 Statistics	4	Prerequisite
PAR101 Legal Research & Writing I	3	Prerequisite
SOC101 Introduction to Sociology	3	
Electives:		
Behavioral Science Elective	3	Choose one from the following: ANT101, PSY206, SOC104, SOC105, SOC107, SOC201, SOC203, SOC204
Foreign Language or Philosophy Elective	6	Spanish highly recommended
History Elective	3	
Literature Electives	6	
Paralegal Elective	3	PAR102 or higher; Prerequisite
Science Electives	8	Must be lab science
Liberal Arts Elective	3	COP101 (in Legal area) may be selected

Liberal Arts: Music Option

The associate in arts degree in Music offers guidance in course selection to students preparing for careers in music, either those seeking professional work or those seeking to transfer to four year colleges. Students enrolled in the music option should plan to take at least 18 credits but no more than 24 credits in music courses. A minimum of 62 credit hours are required for graduation.

Courses	Credits	Comments
Requirements:		
ENG101 English Composition I	3	
ENG102 English Composition II	3	Prerequisite
MUS101 Introduction to Music	3	
MUS102 Survey of Music	3	
MUS121 Music Reading & Theory	3	
MUS122 Music Reading & Theory II	3	
MUS211 Music Technology: Sound	3	
MUS212 Music Technology: Composition	3	
Electives:		
Behavioral Science	6	
Fine & Performing Arts/Foreign Language/ Philosophy & Religion	6	MUS courses recommended
History & Government	6	
Literature	6	
Math	6/8	MAT111 or higher
Science	8	Must be lab science

Liberal Arts: Natural Science Options

The four associate in arts degree options in Natural Science (Liberal Arts: Biology Option, Liberal Arts: Chemistry Option, Liberal Arts: Earth Science Option, and Liberal Arts: Physics Option) are designed for the student planning to transfer to a four-year institution and major in a natural science. This program provides a solid liberal arts foundation and takes into account the general science and mathematics courses required for transfer to many colleges/universities. However, students are strongly urged to consult with a faculty member in the NECC Natural Science Department and with the Admissions Office/Science Department at the institution to which they plan to transfer for their preferred sequence of courses. These Science Options may take most students more than four semesters to complete due to the prerequisites needed for chemistry, calculus and physics. It is necessary to start with a more basic course such as Introductory Chemistry before General Chemistry, College Algebra and Trigonometry before Calculus I, etc., even though such introductory courses may not transfer towards a science degree at many colleges/universities. 68 to 70 credit hours are required for graduation.

Liberal Arts: Biology Option

Courses	Credits	Comments
Requirements:		
BIO111 Introductory Biology I	4	
BIO112 Introductory Biology II	4	Prerequisite
CHM121 General Chemistry I	4	Prerequisite
CHM122 General Chemistry II	4	Prerequisite
ENG101 English Composition I	3	
ENG102 English Composition II	3	Prerequisite
MAT251 Calculus I **OR**	4	
MAT171 Calculus for Business/Social/Life Sciences		Prerequisite
MAT252 Calculus II **OR**	4	
MAT125 Statistics		Prerequisite
PHS111 Applied Physics I **OR**	4	
PHS131 Engineering Physics		Prerequisite
PHS112 Applied Physics II **OR**	4	
PHS132 Engineering Physics II		Prerequisite
Electives:		
Behavioral Science	6	
Fine & Performing Arts/Foreign Language/ Philosophy & Religion	6	
History/Government	6	
Literature	6	
BIO220 Microbiology **OR**	3/4	
Biology Elective		Recommended Biology Electives: BIO103/104, SCI 200
Computer Science **OR**	3/4	
Biology Elective		Recommended Computer Elective CIS110

Liberal Arts: Chemistry Option

Courses	Credits	Comments
Requirements:		
CHM121 General Chemistry I	4	Prerequisite
CHM122 General Chemistry II	4	Prerequisite
ENG101 English Composition I	3	
ENG102 English Composition II	3	Prerequisite
MAT251 Calculus I	4	Prerequisite
MAT252 Calculus II	4	Prerequisite
MAT253 Calculus III	4	Prerequisite
MAT254 Differential Equations	4	Prerequisite
PHS131 Engineering Physics I	4	Prerequisite
PHS132 Engineering Physics II	4	Prerequisite
Electives:		
Behavioral Science Electives	6	
Fine & Performing Arts/Foreign Language Philosophy & Religion	6	
History/Government Electives	6	
Literature Electives	6	
Science Elective	3/4	
Program Elective	3/4	Choose one from the following areas: Science, Computer or MAT125

Liberal Arts: Earth Science Option

Courses	Credits	Comments
Requirements:		
CHM121 General Chemistry I	4	Prerequisite
CHM122 General Chemistry II	4	Prerequisite
ENG101 English Composition I	3	
ENG102 English Composition II	3	Prerequisite
ERS130 Meteorology	4	
ERS140 Physical Geology	4	
MAT251 Calculus I	4	Prerequisite
MAT252 Calculus II	4	Prerequisite
MAT253 Calculus III	4	Prerequisite
PHS131 Engineering Physics I	4	Prerequisite
PHS132 Engineering Physics II	4	Prerequisite
Electives:		
Behavioral Science Electives	6	
Fine & Performing Arts/Foreign Language/ Philosophy & Religion	6	
History/Government Electives	6	
Literature Electives	6	
Program Elective	3/4	Choose one from the following areas: Science, Computer or MAT125

Liberal Arts: Physics Option

Courses	Credits	Comments
Requirements:		
CHM121 General Chemistry I	4	Prerequisite
CHM122 General Chemistry II	4	Prerequisite
ENG101 English Composition I	3	
ENG102 English Composition II	3	Prerequisite
MAT251 Calculus I	4	Prerequisite
MAT252 Calculus II	4	Prerequisite
MAT253 Calculus III	4	Prerequisite
MAT254 Differential Equations	4	Prerequisite
PHS131 Engineering Physics I	4	Prerequisite
PHS132 Engineering Physics II	4	Prerequisite
PHS133 Engineering Physics III	4	Prerequisite
Electives:		
Behavioral Science Electives	6	
Fine & Performing Arts/Foreign Language/ Philosophy & Religion	6	
History/Government Electives	6	
Literature Electives	6	
Program Elective	3/4	Choose one from the following areas: Science, Computer or MAT125

Liberal Arts: Philosophy Option

The associate in arts degree option in Philosophy offers students the opportunity to sharpen critical thinking and analytical skills useful whether students plan to transfer to a four year institution as a philosophy major or to branch out into law, education, public service, religion, or business. Philosophy exposes students to a wide range of ideas and viewpoints and improves their ability to reason and understand complex issues. A minimum of 62 credit hours required for graduation.

Courses	Credits	Comments
Requirements:		
ENG101 English Composition I	3	
ENG102 English Composition II	3	Prerequisite
HIS111 Western Civilization I	3	
HIS112 Western Civilization II	3	
PHI101 Introduction to Philosophy	3	
PHI102 Basic Issues in Philosophy	3	
PHI121 Practical Logic	3	
PHI110 Ethics	3	
PSY101 Introduction to Psychology	3	
REL101 World Religions	3	
Electives:		
Behavioral Science Electives	3	
Literature Electives	6	
Math Electives	6/8	MAT111 and MAT112 or MAT120 and higher
Science Electives	8	Must be lab science
Free Electives	9	PHI recommended

Liberal Arts: Physical Education/Fitness/ Recreation Option

The associate in arts degree option in Physical Education/Fitness/Recreation is designed for students who want to study the discipline of physical activity and explore physical education and the various related career options. The liberal arts curriculum combined with physical activity courses allow students to attain a well rounded educational foundation while gaining theoretical knowledge and practical experiences in fitness, health and lifetime sport skills. Students will have the opportunity to transfer to programs at the baccalaureate level. A minimum of 62 credit hours are required for graduation.

Courses	Credits	Comments
Requirements:		
ENG101 English Composition I	3	
ENG102 English Composition II	3	Prerequisite
PED147 Aerobics in Theory & Practice	2	
PED161 Introduction to Physical Education	3	
PED162 Foundations of Health & Fitness	3	
PED164 First Aid & CPR	3	
PSY101 Introduction to Psychology	3	
SOC101 Introduction to Sociology	3	
Electives:		
Fine & Performing Arts Or Philosophy & Religion Electives	6	
History & Government Electives	6	
Literature Electives	6	
Math Electives	6/8	MAT111 or higher
Science Electives	8	Must be lab science
Program Electives	7/8	PED, DAN, or COP

Liberal Arts: Political Science Option

The associate in arts degree option in Political Science offers guidance in course selection to students interested in pursuing a bachelor•s degree in Political Science, Government, or Public Administration. Although this sequence takes into account prerequisites in these departments in many New England colleges, students interested in further study in these areas should consult an advisor and transfer institutions concerning appropriate electives. A minimum of 63 credit hours are required for graduation.

Courses	Credits	Comments
Requirements:		
ECO201 Micro Economics	3	
ECO202 Macro Economics	3	
ENG101 English Composition I	3	
ENG102 English Composition II	3	Prerequisite
GEO101 Introduction to Geography	3	
GOV101 American Government and Politics	3	
GOV102 Introduction to Political Science	3	
MAT120 College Algebra	3	
MAT125 Statistics	4	Prerequisite
Electives:		
Behavioral Science Electives	6	
Foreign Language Electives	6	
History & Government Electives	9	GOV or HIS102 or HIS201 recommended
Literature Electives	6	
Science Electives	8	Must be lab sciences

Liberal Arts: Psychology Option

The associate in arts degree option in Psychology prepares students who are interested in pursuing career opportunities in the filed of Psychology and are intending to transfer to a four year institution. The course work outlined below provides students with the basic liberal arts courses necessary for transfer. In addition it exposes students to introductory level psychology courses, as well as the other related behavioral sciences that provide students with a strong academic background for further study at the Bachelor's level and beyond. A minimum of 62 credits are required for graduation.

Courses	Credits	Comments
Requirements:		
ANT101 Cultural Anthropology	3	
BIO111 Introduction to Biology I	4	
BIO112 Introduction to Biology II	4	Prerequisite
ENG101 English Composition I	3	
ENG102 English Composition II	3	Prerequisite
PHI101 Introduction to Philosophy	3	
PSY101 Introduction to Psychology	3	
SOC101 Introduction to Sociology	3	
Electives:		
Fine & Performing Arts/Foreign Language/ Philosophy& Religion	3	
History Electives	6	Choose one sequence: Sequence 1 - HIS111 and HIS112 or Sequence 2 - HIS121 and HIS122
Literature Electives	6	
Math Electives	7/8	MAT120 or higher
Psychology Electives	6	PSY205 or PSY207 and one of the following: PSY201, PSY202, PSY203, PSY204
Sociology Elective	3	
Free Electives	6	CIS110 or Foreign Language recommended

Liberal Arts: Social Work Option

The associate in arts degree option in Social Work is designed for students who wish to begin preparation for a position in public and private social work agencies and/or intend to transfer into a four year institution. In addition to providing a sound Liberal Arts foundation, this program introduces the student to the purposes, techniques, and problems associated with the field of social work. A minimum of 62 credit hours are required for graduation.

Courses	Credits	Comments
Requirements:		
ANT101 Cultural Anthropology	3	
BIO111 Introductory Biology I	4	
BIO112 Introductory Biology II	4	Prerequisite
ENG101 English Composition I	3	
ENG102 English Composition II	3	Prerequisite
PHI101 Introduction to Philosophy	3	
PSY101 Introduction to Psychology	3	
SOC101 Introduction to Sociology	3	
SOC105 Introduction to Social Welfare	3	
Electives:		
Fine & Performing Arts/Foreign Language/ Philosophy & Religion Electives	3	
History Electives	6	Choose one sequence: Sequence 1 - HIS111 and HIS112 or Sequence 2 - HIS121 and HIS122
Literature Electives	6	
Math Electives	7/8	MAT120 or higher, MAT125 recommended
Psychology Elective	3	PSY201 or PSY202
Social Science Electives	6	
Free Electives	3	

Liberal Arts: Theater Option

The associate in arts degree option in Theater offers a variety of introductory courses for academic credit over a two-year period. Theater study and experience is appropriate for those seriously interested professionally, as well as students seeking elective credits. Students may wish to transfer into a bachelor program in acting, directing or technical theater. Small classes and the NECC Top Notch Players offer students opportunities for on stage and backstage experience. A minimum of 62 credit hours are required for graduation.

Courses	Credits	Comments
Requirements:		
COM111 Public Speaking	3	
ENG101 English Composition I	3	
ENG102 English Composition II	3	Prerequisite
HIS111 Western Civilization I	3	
HIS112 Western Civilization II	3	
HUM101 Introduction to Humanities	3	
LIT215 Dramatic Literature	3	
Electives:		
Behavioral Science Electives	6	
Literature Electives	3	
Math Electives	6/8	MAT111 and MAT112 or MAT120 and higher
Science Electives	8	Must be lab science. Sequential courses strongly recommended
Theater Electives	15	THE
Free Elective	3	

Liberal Arts: Women's Studies Option

The Women's Studies Option offers an understanding of many familiar subjects from the perspective of women. The Women's Studies option prepares students with all the traditional skills of a liberal arts education: practice in critical reading, critical thinking, and clear, well-organized writing; and background in several academic disciplines, always with women of all races, nationalities and sexual orientations at the center. Women's Studies students are prepared to transfer to all majors in liberal arts B. A. programs, including the many four-year Women'0s Studies majors available. Students entering the work world transfer their skills in writing, research and thinking to a variety of jobs. A minimum of 62 credit hours are required for graduation.

Courses	Credits	Comments
Requirements:		
ENG101 English Composition I	3	
ENG102 English Composition II	3	Prerequisite
GOV212 Women and the Law	3	
HIS251 Women's History	3	
HIS252 The Family in History	3	
LIT232 Women in Film	3	
LIT241 Women and Love in Literature	3	
LIT243 Women's Lives: Recorded and Imagined	3	
SOC203 Women and Society	3	
Electives:		
Behavioral Science Electives	3	
Fine & Performing Arts/Foreign Language/ Philosophy & Religion Electives	6	
Math Electives	6/8	MAT111 or higher
Science Electives	8	Must be lab sciences
Liberal Arts Electives	6	3 credits of PED courses may be substituted for 3 Liberal Arts elective credits
Free Electives	6	

Liberal Arts: Writing Option

The Liberal Arts Option in Writing gives students a solid grounding in the craft of writing for various purposes and audiences. This option emphasizes developing individual style, and exploring the creative or vocational applications of writing. It prepares students for transfer to B. A. programs in English, Writing, and Communications, as well as other liberal arts majors; it may also prepare students for entry level jobs requiring excellent writing skills. Students not planning to transfer are urged to consider co-op as an elective to provide field experience in their chosen writing markets. A minimum of 62 credit hours are required for graduation.

Courses	Credits	Comments
Requirements:		
ENG101 English Composition I	3	
ENG102 English Composition II	3	Prerequisite
ENG111 Creative Writing	3	
ENG113 Creative Non-fiction	3	
Electives:		
Behavioral Science Electives	6	
Fine & Performing Arts/Foreign Language/ Philosophy & Religion Electives	6	
History & Government Electives	6	One course with an international or multi-cultural perspective highly recommended
Literature Electives	6	
Math Electives	6/8	MAT111 or higher
Science Electives	8	Must be lab science courses
Program Electives	9	JRN101 or ENG103 And choose 2 from the following: COM103, ENG103, ENG115, ENG116, ENG117, JRN101, JRN102
Free Electives	3	

Nursing (ADN)

The associate in science degree in Nursing (ADN) builds upon a liberal arts and science foundation in preparing students to develop the knowledge and skills essential for safe, effective entry level nursing practice. This option is approved by the Massachusetts Board of Registration in Nursing; graduates are eligible to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN). Nursing courses provide clinical experiences in health care agencies, in addition to classroom study and laboratory practice. A grade of "C" or better, and satisfactory performance in the clinical and laboratory components must be achieved in each nursing course to advance to the next course. Admission to the ADN option is criterion based. A student may apply for readmission to this option one time, according to program policy. Many students complete most general education courses prior to the start of Nursing I. The ADN Option provides Advanced Placement for the LPN. 71 credit hours are required for graduation.

Accreditation: The Nursing Program is accredited by the National League for Nursing Accrediting Commission (NLNAC), 61 Broadway, NY, NY 10006, 212-363-5555 ext. 153.

Additional Admissions Criteria: The Office of Admission will provide additional admissions criteria for this program. Please call 978-556-3600 for more information.

CORI/SORI: Students interested in participating in this academic program are required to undergo a Criminal Offender Record Information (CORI) and/or Sex Offender Record Information (SORI) check.

CPR: Students are required to be CPR Certified at the Health Care Provider/Professional Rescuer level prior to the start of clinical courses.

Health: Students are required to complete a health evaluation, including the Hepatitis B immunization series, prior to final acceptance to the Program.

Student Professional Liability Insurance: Students are required to carry professional liability insurance. The premium is to be paid at the time of course registration.

Courses	Credits	Comments
Requirements:		
BIO121 Anatomy & Physiology I	4	
BIO122 Anatomy & Physiology II	4	Prerequisite
BIO220 Microbiology	4	Prerequisite
ENG101 English Composition I	3	
ENG102 English Composition II	3	Prerequisite
NUR101 Nursing I	8	Prerequisite
NUR102 Nursing II	8	Prerequisite
NUR203 Nursing III	8	Prerequisite
NUR204 Nursing IV	10	Prerequisite
NUR205 Issues in Professional Nursing	1	Prerequisite
PSY101 Introduction to Psychology	3	
PSY201 Developmental Psychology I	3	Prerequisite
PSY202 Developmental Psychology II	3	Prerequisite
SOC101 Introduction to Sociology	3	
Electives:		
Computer Elective	3	CIS101 or higher
Humanities Elective	3	

Paralegal Studies: Career Option

The associate in science degree option in Paralegal Studies combines a liberal arts foundation with a career concentration in the paralegal area. Students have an opportunity to explore the field of law and to gain knowledge and develop essential skills to perform a wide range of supportive legal functions. The associate degree program in Paralegal Studies is split into two options: Transfer Option and Career Option. The Career Option is designed for students who plan to seek employment after receiving their associate degree and do not plan to further their education. This option focuses on the practical aspects of the profession and, because Career Option students do not plan to transfer to a four-year institution, this option offers more flexibility with electives. A minimum of 61 credit hours are required for graduation.

While paralegals assist attorneys with a wide range of tasks, paralegals must not set fees, give legal opinions or advice, or represent a client before a court or agency.

ABA Approval: This program is approved by the American Bar Association.

Additional Admissions Criteria: The Office of Admission will provide additional admissions criteria for this program. Please call 978-556-3600 for more information.

Courses	Credits	Comments
Requirements:		
ENG101 English Composition I	3	
ENG102 English Composition II	3	Prerequisite
GOV110 Introduction to American Law	3	Recommended as one of the first 5-6 courses
GOV211 Civil Rights and Liberties	3	Prerequisite
PAR100 Introduction to Paralegalism	3	Recommended as one of the first 5-6 courses
PAR101 Legal Research and Writing I	3	Prerequisite
PAR102 Legal Research and Writing II	3	Prerequisite
PAR202 Litigation	3	Prerequisite
PAR291 Paralegal Practicum	3	Spring Semester Only
PHI121 Practical Logic	3	
Electives:		
Paralegal Electives	12	Prerequisite; PAR201 or higher (excluding PAR202 or PAR291)
Behavioral Science Elective	3	
Computer Elective	3	CIS110 or higher
Math Elective	3/4	MAT111 or higher
Science Elective	4	Must be lab science
Liberal Arts Elective	3	Not ART, DAN, GRA, MUS, THE
Free Elective	3	Not ART, DAN, GRA, MUS, THE, PED

Paralegal Electives: PAR201 Real Estate Law, PAR203 Wills, Estates and Trusts, PAR204 Corporate Law, PAR205 Family Law, PAR206 Tort Law, PAR207 Computer Applications in Law and any other special topics paralegal elective courses designed for Paralegal Program students that may be proposed in the future. All PAR courses are taught by experienced attorneys. Students must obtain a minimum grade of C in all PAR courses to meet Paralegal Program graduation requirements. Credit for law specialty courses taken more than 6 years prior to completion of the Paralegal Studies program will not be awarded, unless the student's proficiency in the area can be demonstrated. Students interested in transferring credits taken at Northern Essex to a bachelor's degree, should consult the institution receiving the credits.

Paralegal Studies: Transfer Option

The associate in science degree option in Paralegal Studies combines a liberal arts foundation with a career concentration in the paralegal area. Students have an opportunity to explore the field of law and to gain knowledge and develop essential skills to perform a wide range of supportive legal functions. The associate degree program in Paralegal Studies is split into two options: Transfer Option and Career Option. The Transfer Option is designed for students wishing to transfer to another institution to earn a bachelor's degree. This option is designed to maximize the transferability of credits to a four-year institution. 62/63 credit hours are required for graduation.

While paralegals assist attorneys with a wide range of tasks, paralegals must not set fees, give legal opinions or advice, or represent a client before a court or agency.

ABA Approval: This program is approved by the American Bar Association.

Additional Admissions Criteria: The Office of Admission will provide additional admissions criteria for this program. Please call 978-556-3600 for more information.

Courses	Credits	Comments
Requirements:		
ENG101 English Composition I	3	
ENG102 English Composition II	3	Prerequisite
GOV110 Introduction to American Law	3	Recommended as one of the first 5-6 courses
GOV211 Civil Rights and Liberties	3	Prerequisite
PAR100 Introduction to Paralegalism	3	Recommended as one of the first 5-6 courses
PAR101 Legal Research and Writing I	3	Prerequisite
PAR102 Legal Research and Writing II	3	Prerequisite
PAR202 Litigation	3	Prerequisite
PHI121 Practical Logic	3	
Electives:		
Paralegal Electives	12	Prerequisite; PAR201 or higher (excluding PAR202 or PAR291)
Behavioral Science Elective	3	
Computer Elective	3	CIS110 or higher
Math Elective	3/4	MAT120 or higher
Science Electives	8	Must be lab sciences
Literature Elective	3	
Humanities Elective	3	Not ART, DAN, GRA, MUS, THE

Paralegal Electives: PAR201 Real Estate Law, PAR203 Wills, Estates and Trusts, PAR204 Corporate Law, PAR205 Family Law, PAR206 Tort Law, PAR207 Computer Applications in Law and any other special topics paralegal elective courses designed for Paralegal Program students that may be proposed in the future. All PAR courses are taught by experienced attorneys. Students must obtain a minimum grade of C in all PAR courses to meet Paralegal Program graduation requirements. Credit for law specialty courses taken more than 6 years prior to completion of the Paralegal Studies program will not be awarded, unless the student's proficiency in the area can be demonstrated. Students interested in transferring credits taken at Northern Essex to a bachelor's degree, should consult the institution receiving the credits.

Radiologic Technology

The associate degree program in Radiologic Technology closely integrates theoretical and practical knowledge for application in performing procedures under supervision at a clinical site. Successful completion of this program qualifies graduates to take the national certification exam offered by the American Registry of Radiologic Technologists. The successful completion of this exam qualifies graduates to be employed as a Registered Radiologic Technologist. A grade of "C" or better is required in all Radiologic Technology courses in order to continue to the next semester. 78 credit hours are required for graduation.

Accreditation: The Radiologic Technology Program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT), 20 N. Wacker Drive, Suite 900, Chicago, IL 60606-2901, 312-704-5300.

Additional Admissions Criteria: The Office of Admission will provide additional admissions criteria for this program. Please call 978-556-3600 for more information.

CORI/SORI: Students interested in participating in this academic program are required to undergo a Criminal Offender Record Information (CORI) and/or Sex Offender Record Information (SORI) check.

CPR: Students are required to be CPR Certified at the Health Care Provider/Professional Rescuer level prior to the start of clinical courses.

Health: Students are required to complete a health evaluation, including the Hepatitis B immunization series, prior to final acceptance to the Program.

Student Professional Liability Insurance: Students are required to carry professional liability insurance. The premium is to be paid at the time of course registration.

Courses	Credits	Comments
Requirements:		
BIO121 Anatomy & Physiology I	4	
BIO122 Anatomy & Physiology II	4	Prerequisite
BIO210 Fundamentals of Disease Process	3	Prerequisite
ENG101 English Composition I	3	
ENG102 English Composition II	3	Prerequisite
HES130 Introduction to Patient Care	3	
PHS121 Radiologic Science	3	Prerequisite
RTA110 Radiologic Procedures I	3	Prerequisite, Corequisite
RTA111 Radiologic Exposure I	3	Prerequisite, Corequisite
RTA120 Radiologic Procedures II	3	Prerequisite, Corequisite
RTA121 Radiologic Exposure II	3	Prerequisite, Corequisite
RTA191 Clinical Practicum I	2	Prerequisite, Corequisite
RTA192 Clinical Practicum II	2	Prerequisite, Corequisite
RTA201 Radiologic Equipment & Quality Assurance	3	Prerequisite, Corequisite
RTA202 Advanced Radiographic Imaging	4	Prerequisite, Corequisite
RTA203 Radiobiology & Protection	3	Prerequisite, Corequisite
RTA204 Special Radiologic & Angiographic Procedures	3	Prerequisite, Corequisite
RTA205 Computer Imaging & Cross Sectional Anatomy	3	Prerequisite, Corequisite
RTA293 Clinical Practicum III	5	Prerequisite, Corequisite
RTA294 Clinical Practicum IV	3	Prerequisite, Corequisite
RTA295 Clinical Practicum V	3	Prerequisite, Corequisite
Electives:		
Behavioral Science Elective	3	
Computer Science Elective	3	CIS101 or higher
Humanities Elective	3	Foreign Language, Ethics, Philosophy or Literature
Liberal Arts Elective	3	

Respiratory Care

The associate degree program in Respiratory Care prepares graduates for practice at the therapist level. Respiratory therapists participate in the diagnosis, treatment, management and rehabilitation of patients with cardiopulmonary diseases and other breathing disorders. Graduates are prepared for the National Board of Respiratory Care credentials exams, (CRT and RRT), and for state licensure as a respiratory therapist. In order to progress in the program, a grade of C or better is required in each Respiratory Care course. 73 credit hours are required for graduation.

Accreditation: The Respiratory Care Program is accredited by the Committee on Accreditation for Respiratory Care (CoARC), 1248 Harwood Road, Bedford, TX 76021-4244 817-283-2835 through the Commission on Accreditation of Allied Health Education Programs (CAAHEP), 35 East Wacker Drive, Suite 1970, Chicago, IL 60601 312-553-9355.

Additional Admissions Criteria: The Office of Admission will provide additional admissions criteria for this program. Please call 978-556-3600 for more information.

CORI/SORI: Students interested in participating in this academic program are required to undergo a Criminal Offender Record Information (CORI) and/or Sex Offender Record Information (SORI) check.

CPR: Students are required to be CPR Certified at the Health Care Provider/Professional Rescuer level prior to the start of clinical courses.

Health: Students are required to complete a health evaluation, including the Hepatitis B immunization series, prior to final acceptance to the Program.

Student Professional Liability Insurance: Students are required to carry professional liability insurance. The premium is to be paid at the time of course registration.

Courses	Credits	Comments
Requirements:		
BIO121 Anatomy & Physiology I	4	
BIO122 Anatomy & Physiology II	4	Prerequisite
BIO220 Microbiology	4	Prerequisite
ENG101 English Composition I	3	
ENG102 English Composition II	3	Prerequisite
HES130 Introduction to Patient Care	3	
PHS123 Respiratory Sciences	3	Respiratory or health major or permission
RSC100 Cardiopulmonary Physiology	3	Respiratory or Polysomnography major or permission
RSC101 Respiratory Therapy I	2	Prerequisite or permission of instructor
RSC102 Respiratory Therapy II	2	Prerequisite or permission of instructor
RSC103 Respiratory Pharmacology	2	Prerequisite or permission of instructor
RSC104 Respiratory Assessment	3	Prerequisite or permission of instructor
RSC105 Respiratory Disease I	2	Prerequisite or permission of instructor
RSC106 Respiratory Disease II	2	Prerequisite or permission of instructor
RSC111 Respiratory Modalities Lab I	1	Prerequisite or permission of instructor
RSC191 Respiratory Practicum I	4	Prerequisite or permission of instructor
RSC201 Respiratory Critical Care I	3	Prerequisite or permission of instructor
RSC202 Respiratory Critical Care II	3	Prerequisite or permission of instructor
RSC203 Neonatal & Pediatric Respiratory Care	2	Prerequisite or permission of instructor
RSC205 Respiratory Disease III	2	Prerequisite or permission of instructor
RSC206 Respiratory Disease IV	2	Prerequisite or permission of instructor
RSC208 Pulminary Diagnostics	3	Prerequisite or permission of instructor
RSC211 Respiratory Modalities Lab II	1	Prerequisite or permission of instructor
RSC212 Respiratory Modalities Lab III	1	Prerequisite or permission of instructor
RSC292 Respiratory Practicum II	4	Prerequisite
RSC293 Respiratory Practicum III	4	Prerequisite
Electives:		
Humanities or Social Science Elective	3	

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NOTE: Northern Essex Community College students may be required to have access to a computer with an internet connection.

Advanced Computer Networking Certificate

This one-year certificate program is designed to provide students with advanced technical skills necessary to install, set-up and secure hardware and software used in local area networks. This certificate program is intended for individuals who have completed the Computer Networking Certificate or the A.S. Degree Electronic Technology: Computer Network Engineering Option or A.S. Degree Computer and Information Sciences: Application and Operation Specialist-Computer Network Option. A minimum of 29 credit hours of work are required for graduation.

Courses	Credits	Comments
Requirements:		
CTN212 Network Operating Systems II	4	Prerequisite
CTN223 Computer Networks III	4	Prerequisite
CTN233 Linux System Administration	4	Prerequisite
CTN234 Network Security Fundamentals	4	Prerequisite
Electives:		
Communications Electives	3	COM111 or COM112
Humanities Elective	3	ENG102 or higher
Math Elective	4	MAT130 or higher
Technology Elective or Cooperative Education	3/4	

Alcohol/Drug Abuse Counseling Certificate

This one-year certificate program is designed to prepare graduates for positions as substance abuse counselors. The curriculum content includes knowledge of the Human Service/Substance Abuse delivery systems, community networking and referrals, drugs of abuse, counseling techniques and professional ethics. Supervised clinical experiences in substance abuse and dual diagnosis settings are an integral part of the program. The program is based on the National Addiction Counselor Competencies and the National Community Support Skill Standards and is approved by the Council for Standards in Human Service Education. The 27 required credits meet educational requirements for substance abuse certification in Massachusetts and may all be applied toward the Associates Degree in Human Services.

All courses with an "HUS" prefix, other than the introductory course HUS101, are restricted to students enrolled in the Alcohol/Drug Abuse Counseling Certificate, the Community Support Human Service Practitioner Certificate, the Direct Support Certificate or the Human Service Associates Degree. Any requests for exceptions to this policy need to be addressed to the course instructor or Program Coordinator.

Additional Admissions Criteria: The Office of Admission will provide additional admissions criteria for this program. Please call 978-556-3600 for more information.

CORI/SORI: Students interested in participating in this academic program may be required to undergo a Criminal Offender Record Information (CORI) and/or Sex Offender Record Information (SORI) check.

Northern Essex Community College is committed to the success of every student. Students with legal issues in their background will meet with a committee as part of the CORI/SORI process and will receive guidance and counseling throughout the review of their records. NECC personnel make every effort to help students prepare for careers in their chosen field. Students are encouraged to seek assistance and support.

Courses	Credits	Comments
Requirements:		
HUS101 Introduction to Human Services	3	Fall semester only
HUS102 Observation & Recording of Human Services	1	Fall semester only, Prerequisite, Co-requisite
HUS170 Modalities of Treatment	3	Spring semester only, Prerequisite
HUS171 Alcohol & Drug Abuse	3	Fall semester only, Prerequisite
HUS172 Counseling Techniques with Substance Abuse	3	Spring semester only, Prerequisite
HUS191 HUS Practicum I in Alcohol/ Drug Abuse Services	4	Prerequisite, CORI/SORI, Co-requisite
HUS192 HUS Practicum II in Alcohol/ Drug Abuse Services	4	Prerequisite, CORI/SORI, Co-requisite
HUS201 Group Dynamics	3	Fall semester only, Prerequisite
Electives:		
Behavioral Science Elective	3	PSY101 strongly recommended

Business Management: Hospitality Certificate

The certificate program in Business Management: Hospitality provides the student with the knowledge and practical skills required to gain employment in their chosen hospitality specialty. All courses are transferable to the Business Management: Hospitality Option Associate Degree Program. 27 credit hours are required for graduation.

Courses	Credits	Comment
Requirements:		
ACC100 Basic Business and Bookkeeping	3	Students intending on transferring to the degree program should take ACC101
BUS105 Managerial Business Communications	3	
HST104 Introduction to Hospitality	3	
HST250 Seminars and Work Experience in Hospitality	3	
TLT105 Domestic and International Destinations	3	
Electives:		
Program Electives	9	Choose 3 courses from: HST209, HST214, HST215, HST216, TLT110, BUS211, CIS110, COP101, MKT210, MKT212
Elective	3	Writing portfolio to demonstrate competency or ENG101

Coding Certificate

The certificate program in Coding has been designed for entry-level positions. Courses include medical language, anatomy and physiology and fundamentals of the disease process, as well as those which are coding specific. Upon completion of the program, graduates may apply a variety of healthcare settings with flexible hours and a challenging workload. Credits in this program are fully applicable to the associate degree in Health Information Technology Program. 27 credit hours are required for graduation.

Courses	Credits	Comments
Requirements:		
BIO121 Anatomy Physiology I	4	
BIO122 Anatomy Physiology II	4	Prerequisite
BIO210 Fundamentals of Disease Process	3	Prerequisite
ENG101 English Composition I	3	
MRT101 Introduction to Medical Language I	3	
MRT102 Introduction to Medical Language II	3	Prerequisite
MRT201 Health Information Coding & Classification	3	Prerequisite
MRT204 Reimbursement, Compliance & Coding Issues	3	Prerequisite
MRT293 Coding and Classification Practicum	1	Prerequisite

Community Support Human Services Practitioner Certificate

This one-year certificate provides opportunities for students to learn theory and develop skills to assist individuals with mental illness, developmental disabilities and substance abuse to improve their quality of life. Supervised clinical experiences (residential programs, shelters, independent living programs, etc.) are integral to the program. The curriculum addresses the Human Service philosophy and code of ethics, supportive counseling, community networking and referrals, group dynamics and principles of behavior management. The program is based on the National Community Support Skill Standards and is approved by the Council for Standards in Human Service Education. All 33 required credits may be applied toward the Associates Degree in Human Services.

All courses with an "HUS" prefix, other than the introductory course HUS101, are restricted to students enrolled in the Alcohol/Drug Abuse Counseling Certificate, the Community Support Human Service Practitioner Certificate, the Direct Support Certificate or the Human Service Associates Degree. Any requests for exceptions to this policy need to be addressed to the course instructor or Program Coordinator.

Additional Admissions Criteria: The Office of Admission will provide additional admissions criteria for this program. Please call 978-556-3600 for more information.

CORI/SORI: Students interested in participating in this academic program may be required to undergo a Criminal Offender Record Information (CORI) and/or Sex Offender Record Information (SORI) check.

Northern Essex Community College is committed to the success of every student. Students with legal issues in their background will meet with a committee as part of the CORI/SORI process and will receive guidance and counseling throughout the review of their records. NECC personnel make every effort to help students prepare for careers in their chosen field. Students are encouraged to seek assistance and support.

Courses	Credits	Comments
Requirements:		
ENG101 English Composition I	3	
ENG102 English Composition II	3	Prerequisite
GOV101 American Government & Politics	3	
HUS101 Introduction to Human Services	3	Fall semester only
HUS102 Observation & Recording of Human Services Programs	1	Fall semester only, Prerequisite and Co-requisite
HUS195 Community Support Human Services Practicum I	4	Prerequisite, CORI/SORI, Co-requisite
HUS196 Community Support Human Services Practicum II	4	Prerequisite, CORI/SORI, Co-requisite
HUS201 Group Dynamics	3	Fall semester only
HUS202 Behavior Management Principles & Techniques	3	Spring semester only, Prerequisite
PSY101 Introduction to Psychology	3	
Electives:		
Free Elective	3	

Computer-Aided Drafting Certificate

This Certificate program is designed to provide students with a thorough background in engineering drafting, experience in the use of a CAD system, and knowledge of how CAD fits into Computer Integrated Manufacturing. A minimum of 25 credit hours are required for graduation.

Courses	Credits	Comments
Requirements:		
CIS110 Computer Applications	3	Prerequisite
CIS151 Introduction to CAD/CAM	3	
CIS152 Computer Aided Drafting	3	Prerequisite
ENG101 English Composition I	3	
EST100 Engineering Design Graphics	3	
MAT130 College Algebra & Trigonometry	4	Prerequisite
Electives:		
Program Electives	6/8	Choose 2 courses at level listed or higher: CIS112, COP101, GRA110

Computer Applications Certificate

This Certificate program is designed to provide students with the skills necessary to operate a personal computer in the work environment or the home. The electives provide the student with an opportunity to select from one of the course sequences or minors, or any other discipline of their choice. Successful completion of this Certificate program prepares the student for entry-level jobs in a wide variety of employment settings. A minimum of 25 credit hours are required for the certificate.

Courses	Credits	Comments
Requirements:		
CIS110 Computer Applications	3	Prerequisite
CIS112 Integrated Computer Applications	3	Prerequisite
CIS113 Database Management	4	Prerequisite
CIS130 Web Development/HTML	3	Prerequisite
CTN101 Personal Computer Maintenance & Repair	3	Prerequisite
ENG101 English Composition I	3	
Electives:		
Free Electives	6	Two sequential courses are strongly recommended

Computer Networking Systems

This one-year certificate program is designed to provide students with the skills necessary to install, configure and manage hardware and software used in local area networks. This certificate program is also intended for individuals with previous college-level experience who wish to upgrade their computer skills in networking technologies. A minimum of 27 credit hours of work are required for graduation.

Courses	Credits	Comments
Requirements:		
CTN101 Personal Computer Maintenance and Repair	3	
CTN102 Advanced PC Maintenance and Repair	3	Prerequisite
CTN201 Computer Networks I	3	Prerequisite
CTN211 Network Operating Systems I	4	Prerequisite
CTN222 Computer Networks II	4	Prerequisite
ENG101 English Composition	3	
Electives:		
Math Elective	4	MAT115 or higher
Technology Elective or Cooperative Education	3/4	

Computer Service Specialist Certificate

This one-year certificate program is designed to provide students with the skills necessary to install, configure and repair hardware and software used with personal computers. This certificate program is also intended for individuals with previous college-level experience who wish to upgrade their skills in the computer service and support field. A minimum of 27 credit hours of work are required for graduation.

Courses	Credits	Comments
Requirements:		
CIS110 Computer Applications	3	Prerequisite
CIS113 Data Management Applications	4	Prerequisite
CTE101 Fundamentals of Digital Logic	3	
CTE102 Digital Logic Lab	1	Co-requisite
CTN101 Personal Computer Maintenance & Repair	3	
CTN102 Adv PC Maintenance & Repair	3	Prerequisite
CTN201 Computer Networks I	3	Prerequisite
ENG101 English Composition I	3	
Electives:		
Math Elective	4	MAT115 or higher

Dance Education Certificate

This one-year certificate in Dance Education is designed to provide students interested in a career in dance education the opportunity to earn a certificate qualifying them for such a career. Students will receive the kind of guidance, knowledge, and proficiency they will need for their chosen area. Students who want to open and manage their own dance studios, to teach in area dance schools and/or studios, or to develop the administrative skills needed to supervise already existing studios will be prepared for these careers through courses designed for that purpose. The certificate program includes a practicum that will provide a substantial foundation so that students can proceed with confidence in the area of their choice. 29 credit hours are required for graduation. All 29 credits may be applied toward the Associates Degree in Liberal Arts: Dance Option.

Courses	Credits	Comments
Requirements:		
BIO103 Human Health and Nutrition	3	
BIO104 Human Health and Nutrition Lab	1	Co-requisite
BIO121 Anatomy & Physiology I	4	
DAN101 Dance Composition	3	
DAN121 Ballet I	2	
DAN141 Modern Dance I	2	
DAN203 Dance Pedagogy I	3	
DAN204 Dance Pedagogy II	3	Prerequisite
ENG101 English Composition I	3	
Electives:		
Program Electives	5	Choose one course from each sequence: Sequence 1 - DAN102, DAN125 Sequence 2 - DAN122, DAN131, DAN142

Deaf Studies: Sign Language Interpreter Certificate

The certificate program in Sign Language Interpreter is designed to provide students with an opportunity to develop an understanding of the profession of interpreting for deaf and hearing individuals and the knowledge, attitude and skills necessary to function as entry-level professional interpreters. The program also provides for career exploration within the deaf community. Credits earned in the certificate program may be applied toward associate degree requirements in Sign Language Interpreter Option. 50 credit hours are required for the certificate.

Program prerequisites: ASL101 Elementary ASL I and ASL 102 Elementary ASL II with a "B" or better or demonstrate comparable skills/knowledge. See a representative in the Office of Admission for additional admissions criteria for this program. All ASL and DST courses, with the exception of DST101, require a DST major or permission of the instructor.

Additional Admissions Criteria: The Office of Admission will provide additional admissions criteria for this program. Please call 978-556-3600 for more information.

CORI/SORI: Students interested in participating in this academic program may be required to undergo a Criminal Offender Record Information (CORI) and/or Sex Offender Record Information (SORI) check.

Courses	Credits	Comments
Requirements:		
ASL111 Advanced American Sign Language I	5	Prerequisite
ASL112 Advanced American Sign Language II	5	Prerequisite
ASL201 Advanced American Sign Language III	5	Prerequisite
ASL202 Advanced American Sign Language IV	3	Prerequisite
ASL203 American Sign Language Linguistics	3	Prerequisite
ASL205 Deaf Literature and ASL Folklore	3	Prerequisite
DST101 Introduction to the Deaf Community	3	
DST102 Introduction to the Interpreting Field	4	Prerequisite
DST191 Introduction to Practicum	2	Prerequisite
DST201 Consecutive Interpreting	5	Prerequisite
DST202 Simultaneous Interpreting	5	Prerequisite
DST291 Interpreting Practicum I	2	Prerequisite
DST292 Interpreting Practicum II	2	Prerequisite
SOC205 Introduction to Deaf Culture	3	Prerequisite or permission of instructor

Dental Assistant Certificate

The Dental Assistant Certificate provides the student with knowledge and practical skills required to perform dental assisting functions competently. 300 hours of practical experience is provided in local dental offices to demonstrate the student's competence in performing dental assisting skills. Students who successfully pass the Certification for Dental Assistants examination sponsored by the Dental Assisting National Board, Inc. become Certified Dental Assistants. A minimum of 36 credit hours are required for the certificate.

Accreditation: The Dental Assistant Program is accredited by the Commission on Dental Accreditation of the American Dental Association, 211 East Chicago Avenue, Chicago, IL, 60611, (312) 440-4653.

Additional Admissions Criteria: The Office of Admission will provide additional admissions criteria for this program. Please call 978-556-3600 for more information.

CORI/SORI: Students interested in participating in this academic program are required to undergo a Criminal Offender Record Information (CORI) and/or Sex Offender Record Information (SORI) check.

CPR: Students are required to be CPR Certified at the Health Care Provider/Professional Rescuer level prior to the start of clinical courses.

Health: Students are required to complete a health evaluation, including the Hepatitis B immunization series, prior to final acceptance to the Program.

Student Professional Liability Insurance: Students are required to carry professional liability insurance. The premium is to be paid at the time of course registration.

Courses	Credits	Comments
Requirements:		
BIO101 Human Biology	3	
CIS102 Computer in the Medical Office	1	
DAS101 Dental Assisting I	9	Prerequisite
DAS111 Dental Radiology I	3	Prerequisite
DAS120 Dental Science	3	Prerequisite
DAS202 Dental Assisting II	4	Prerequisite
DAS212 Dental Radiology II	1	Prerequisite
DAS250 Dental Seminar	1	Prerequisite
DAS290 Dental Assisting Practicum	5	Prerequisite
ENG101 English Composition I	3	
PSY101 Introduction to Psychology	3	

Direct Support Certificate

The one-year certificate program is designed for students who express an interest in working with individuals with mental retardation/developmental disabilities. The major goal is to educate students to provide direct support services in agencies that service individuals with mental retardation/developmental disabilities. The curriculum content includes the human service core courses and a course which focuses on understanding disabilities. It is integrated with the National Community Support Skill Standards. All 22 credits, required for the certificate, can be applied to the Community Support Human Service Practitioner Certificate or the Associate Degree in Human Services.

Additional Criteria: All courses with an "HUS" prefix, other than the introductory course HUS101, are restricted to students enrolled in the Alcohol/Drug Abuse Counseling Certificate, the Community Support Human Services Practitioner Certificate, the Direct Support Certificate or the Human Services Associates Degree. Any requests for exceptions to this policy need to be addressed to the course instructor or the program instructor.

CORI/SORI: Students interested in participating in this academic program may be required to undergo a Criminal Offender Record Information (CORI) and/or Sex Offender Record Information (SORI) check.

Northern Essex Community College is committed to the success of every student. Students with legal issues in their background will meet with a committee as part of the CORI/SORI process and will receive guidance and counseling throughout the review of their records. NECC personnel make every effort to help students prepare for careers in their chosen field. Students are encouraged to seek assistance and support.

Courses	Credits	Comments
Requirements:		
ENG101 English Composition I	3	
HUS101 Introduction to Human Services	3	Offered Fall semester only
HUS150 Topics in Mental Health & Mental Retardation	3	Offered Summer semester only, Prerequisite
HUS190 Human Services Practicum I	4	Offered Spring semester only, Prerequisite
HUS201 Group Dynamics	3	Offered Spring semester only, Prerequisite
HUS202 Behavior Management Principles & Techniques	3	Offered Spring semester only, Prerequisite
PSY101 Introduction to Psychology	3	

Electronic Equipment Technology Certificate

The one-year certificate program in Electronic Equipment Technology is designed to prepare students for employment, often as entry level Electronic Equipment Servicing Technicians, with immediate marketable skills in electronic theory and with hands on laboratory experiences. A minimum of 28 credit hours are required for the certificate.

Courses	Credits	Comments
Requirements:		
CTE101 Fundamentals of Digital Logic	3	
CTE102 Digital Logic Lab	1	Co-requisite
CTE111 Circuit Analysis I	4	Prerequisite
CTE112 Circuit Analysis II	4	Prerequisite
CTE201 Electronics I	5	Prerequisite
CTE210 Microcomputers	4	Prerequisite
Electives:		
Math Elective	4	MAT115, MAT130 or higher
Technology Elective or Cooperative Education	3/4	CTN101 or higher

Embedded Systems Certificate

A one year certificate program designed to introduce the student to designing, implementing and programming embedded systems. Embedded systems include skills from hardware, software and networking. A minimum of 29 credit hours of work are required for graduation.

Courses	Credits	Comments
Requirements:		
CIS141 Computer Science I	4	Prerequisite
CTE101 Fundamentals of Digital Logic	3	
CTE102 Digital Logic	1	Co-requisite
CTE241 Embedded Systems I	4	Prerequisite
CTE242 Embedded Systems II	4	Prerequisite
CTN201 Computer Networks I	3	Prerequisite
ENG101 English Composition I	3	
Electives:		
Math Electives	4	MAT115, MAT130 or higher
Technology Elective or Cooperative Education	3/4	CTE210, CTN222, CIS121, CIS143, CIS210, CIS230 or higher

Graphic Design/Desktop Publishing Certificate

The Graphic Design/Desktop Publishing Certificate is a career program designed to prepare students for employment. The program introduces students to several illustration and page layout programs used today in the field of desktop publishing. Students will graduate with marketable skills in graphic design and knowledge of several sophisticated software programs including Freehand, QuarkXPress, Adobe Illustrator and Adobe Photoshop. This certificate program is also intended for individuals working in print and graphic design who wish to expand design skills using typography and images and upgrade their computer skills. 27 credit hours of work are required for graduation.

Courses	Credits	Comments
Requirements:		
ART111 Drawing I	3	
ENG101 English Composition I	3	
GRA101 Graphic Design I	3	
GRA102 Graphic Design II	3	Prerequisite
GRA110 Macintosh Design	3	
GRA111 Publication Design	3	Prerequisite
GRA205 Computer Illustration	3	Prerequisite
GRA210 Digital Imaging (Photoshop)	3	Prerequisite
MKT211 Advertising	3	

Medical Assistant Certificate

The Medical Assistant certificate program prepares students with the knowledge, technical skills and work ethic required for an entry-level position in the medical field. The program includes classroom theory and clinical practice to prepare graduates to participate in patient care management, administrative and supervisory functions. Clinical performance includes physical assessment, diagnostic procedures, surgical technique and office assisting, EKG, pharmaceutical principles, and administration of medication. Graduates from this program will demonstrate effective communication skills, adhere to ethical and legal standards of medical practice, recognize and respond to emergencies, and demonstrate professional characteristics. Students must complete Basic Life Support C for Health Care Providers prior to beginning practicum in the Spring semester. A minimum of 35 credit hours are required for the certificate. Students must receive a C or better in all MAS prefix courses for graduation.

Accreditation: The Medical Assistant program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), 20 North Wacker Drive, Suite 1575, Chicago, IL 60606-2903, 312-899-1500 on recommendation of the Curriculum Review Board of the American Association of Medical Assistants - Endowment (AAMA-E).

Additional Admissions Criteria: The Office of Admission will provide additional admissions criteria for this program. Please call 978-556-3600 for more information.

CORI/SORI: Students interested in participating in this academic program are required to undergo a Criminal Offender Record Information (CORI) and/or Sex Offender Record Information (SORI) check.

CPR: Students are required to be CPR Certified at the Health Care Provider/Professional Rescuer level prior to the start of clinical courses.

Health: Students are required to complete a health evaluation, including the Hepatitis B immunization series, prior to final acceptance to the Program.

Student Professional Liability Insurance: Students are required to carry professional liability insurance. The premium is to be paid at the time of course registration.

Courses	Credits	Comments
Requirements:		
ENG101 English Composition I	3	
HES104 Medical Office Administration	3	
MAS101 Foundations of Medical Assisting	3	Prerequisite
MAS110 Advanced Medical Assisting Skills	3	Prerequisite
MAS120 Clinical Laboratory Procedures	3	Prerequisite
MAS150 Seminar for Medical Assistants	1	Prerequisite
MAS190 Medical Assisting Practicum	4	Prerequisite(s)
MRT101 Introduction to Medical Language I	3	
MRT102 Introduction to Medical Language II	3	Prerequisite
PSY101 Introduction to Psychology	3	
SCI101 Integrated Science I	3	
SCI102 Integrated Science II	3	Prerequisite

Medical Billing Certificate

The certificate program in Medical Billing is designed for persons interested in working in a medical billing setting of a clinic, physician's office, medical insurance office, or billing department of other health facilities. Through the course of study, students will learn the terminology, record and forms management, medical insurance requirements, and billing procedures needed to effectively manage patient accounts. A minimum of 27 credit hours are required for graduation.

Courses	Credits	Comments
Requirements:		
ACC100 Basic Business & Accounting	3	
ENG101 English Composition I	3	
MRT101 Introduction to Medical Language I	3	
MRT102 Introduction to Medical Language II	3	Prerequisite
MRT103 Coding & Classification for Medical Billing	3	Prerequisite
MRT104 Medical Billing Administration	3	Prerequisite
MRT290 Medical Billing Internship	3	Prerequisite
SCI101 Integrated Science I	3	
SCI102 Integrated Science II	3	Prerequisite

Medical Terminology & Transcribing Certificate

The certificate program in Medical Terminology and Transcribing is designed for persons interested in working in a hospital medical record department, physician's office, clinic, laboratory, neighborhood health center, medical insurance office or other allied health institution. The program is of special interest to persons with some previous office training who wish to enhance job opportunities. It is an excellent choice for someone wishing to specialize in order to work in a medical or paramedical setting. A minimum of 24 credit hours are required for graduation.

Courses	Credits	Comments
Requirements:		
CIS110 Computer Applications	3	Prerequisite
COP101 Cooperative Education I	3	Prerequisite
ENG101 English Composition I	3	
MRT101 Introduction to Medical Language I	3	Corequisite MRT111
MRT102 Introduction to Medical Language II	3	Prerequisite
MRT111 Medical Transcription I	3	Corequisite MRT101
MRT112 Medical Transcription II	3	Prerequisite
Electives:		
Computer Science	3/4	Choose either CIS112 or CIS113

Paralegal Studies Certificate

The certificate program in Paralegal Studies combines a liberal arts foundation with a career concentration in the paralegal area. Applicants must have already earned at least 36 liberal arts college credits in a minimum of four disciplines. A total of 63 college credits must be earned, 27 of which must be taken at Northern Essex for completion of the certificate.

While paralegals assist attorneys with a wide range of tasks, paralegals must not set fees, give legal opinions or advice, or represent a client before a court or agency.

ABA Approval: This program is approved by the American Bar Association.

Additional Admissions Criteria: The Office of Admission will provide additional admissions criteria for this program. Please call 978-556-3600 for more information.

Courses	Credits	Comments
Requirements:		
GOV110 Introduction to American Law	3	
PAR100 Introduction to Paralegalism	3	
PAR101 Legal Research & Writing I	3	Prerequisite
PAR102 Legal Research & Writing II	3	Prerequisite
PAR202 Litigation	3	Prerequisite
Electives:		
Paralegal Electives	12	Prerequisite; PAR201 or higher, Not PAR202 or PAR291

Paralegal Electives: PAR201 Real Estate Law, PAR203 Wills, Estates and Trusts, PAR204 Corporate Law, PAR205 Family Law, PAR206 Tort Law, PAR207 Computer Applications in Law and any other special topics paralegal elective courses designed for Paralegal Program students that may be proposed in the future. All PAR courses are taught by experienced attorneys. Students must obtain a minimum grade of C in all PAR courses to meet Paralegal Program graduation requirements. Credit for law specialty courses taken more than 6 years prior to completion of the Paralegal Studies program will not be awarded, unless the student's proficiency in the area can be demonstrated. Students interested in transferring credits taken at Northern Essex to a bachelor's degree, should consult the institution receiving the credits.

Polysomnography Certificate

The Polysomnography Certificate program provides instruction for those interested in a career in sleep medicine. Graduates of the program will be prepared to take the Registered Polysomnography Technologist (RSPGT) examination. A minimum of 24 credits is required for graduation.

Additional Admissions Criteria: The Office of Admission will provide additional admissions criteria for this program. Please call 978-556-3600 for more information.

CORI/SORI: Students interested in participating in this academic program may be required to undergo a Criminal Offender Record Information (CORI) and/or Sex Offender Record Information (SORI) check.

CPR: Students are required to be CPR Certified at the Health Care Provider/Professional Rescuer level prior to the start of clinical courses.

Health: Students are required to complete a health evaluation, including the Hepatitis B immunization series, prior to final acceptance to the Program.

Student Professional Liability Insurance: Students are required to carry professional liability insurance. The premium is to be paid at the time of course registration.

Courses	Credits	Comments
Requirements:		
ENG101 English Composition I	3	
PSG101 Polysomnography I	3	Prerequisite
PSG110 Polysomnography Clinical I	2	Prerequisite
PSG102 Polysomnography II	3	Prerequisite
PSG111 Polysomnography Clinical II	2	Prerequisite
PSG120 Respiratory Procedures for Polysomnography	2	Prerequisite
RSC100 Cardiopulmonary Physiology	3	Prerequisite
SCI101 Integrated Science I	3	
SCI102 Integrated Science II	3	Prerequisite

Practical Nursing (PN) Certificate

The Practical Nursing (PN) Certificate provides students with the knowledge and skills essential for safe, effective entry level practical nursing practice. This option is approved by the Massachusetts Board of Registration in Nursing; graduates are eligible to take the National Council Licensure Examination for Practical Nurses (NCLEX-PN). Nursing courses provide clinical experiences in health care settings, in addition to classroom study and laboratory practice. A grade of C or better, and satisfactory performance in the clinical and laboratory components must be achieved in each nursing course to advance to the next course. Admission to the PN option is criterion based. A student may apply for readmission to this option one time, according to program policy. Many students complete most general education courses prior to the start of Practical Nursing I. The ADN Option provides Advanced Placement for the LPN. A minimum of 44 credit hours are required for graduation.

Accreditation: The Nursing Program is accredited by the National League for Nursing Accrediting Commission (NLNAC), 61 Broadway, NY, NY 10006, 212-363-5555 ext. 153.

Additional Admissions Criteria: The Office of Admission will provide additional admissions criteria for this program. Please call 978-556-3600 for more information.

CORI/SORI: Students interested in participating in this academic program are required to undergo a Criminal Offender Record Information (CORI) and/or Sex Offender Record Information (SORI) check.

CPR: Students are required to be CPR Certified at the Health Care Provider/Professional Rescuer level prior to the start of clinical courses.

Health: Students are required to complete a health evaluation, including the Hepatitis B immunization series, prior to final acceptance to the Program.

Student Professional Liability Insurance: Students are required to carry professional liability insurance. The premium is to be paid at the time of course registration.

Courses	Credits	Comments
Requirements:		
PNS101 Practical Nursing I	10	Prerequisite
PNS102 Practical Nursing II	10	Prerequisite
PNS103 Practical Nursing III	8	Prerequisite
PNS105 Issues and Trends in Practical Nursing	1	Prerequisite
PSY101 Introduction to Psychology	3	
PSY201 Developmental Psychology I	3	Prerequisite
PSY202 Developmental Psychology II	3	Prerequisite
SCI101 Integrated Science I	3	
SCI102 Integrated Science II	3	Prerequisite

Web Page Design & Development Certificate

This certificate program is designed to provide students with the skills necessary to design and to maintain the web site. This Certificate program is also intended for individuals with previous college level experience who wish to upgrade their computer skills in internet technologies. A minimum of 26 credit hours are required for graduation.

Courses	Credits	Comments
Requirements:		
CIS130 The Internet & Web Development (HTML)	3	Prerequisite
CIS141 Computer Science I	4	Prerequisite
CIS230 Web Programming Client Side	4	Prerequisite
ENG101 English Composition I	3	
Electives:		
Program Electives	12/16	Choose 4 courses at level listed or higher: CIS142 GRA110 COP101 MKT211

Web Page Design: Graphics Option Certificate

This certificate program is designed to provide students with the skills necessary to design and to maintain the web site. This Certificate program is also intended for individuals with previous college level experience who wish to upgrade their computer skills in internet technologies. A minimum of 24 credit hours are required for graduation.

Courses	Credits	Comments
Requirements:		
CIS130 The Internet & Web Development (HTML)	3	Prerequisite
ENG101 English Composition I	3	
GRA101 Graphic Design I	3	
GRA202 Animation	3	Prerequisite
GRA210 Digital Imaging (Photoshop)	3	Prerequisite
GRA213 Designing Web Pages (Dreamweaver)	3	Prerequisite
GRA215 Designing Web Graphics	3	Prerequisite
Electives:		
Art Elective	3	ART111 or ART121

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ACC – Accounting

ACC 100 Basic Accounting & Bookkeeping

3 credits; 3 lecture hours

Proficiency Requirements: Basic Reading

Electives: Satisfies Business, Free

Description: Includes the study of business papers, bank checks, reconciliations, payroll accounts, the use of journals, general and subsidiaries, ledgers, worksheets, and the preparation of financial statements.

ACC101 Introductory Accounting I

3 credits; 3 lecture hours

Proficiency Requirements: Basic Reading, Basic Writing

Electives: Satisfies Business, Free

Description: Basic concepts of accounting; use of accounting data. Topics include the theory of debits and credits, use of journals and ledgers, analysis and recording of financial transactions, the accounting for both a service and merchandising business, internal controls, specialized journals, and the control of cash transactions, accounts payable and inventories.

ACC 102 Introductory Accounting II

3 credits; 3 lecture hours

Prerequisite: ACC101 Introductory Accounting I with a C or better; or by permission of instructor

Electives: Satisfies Business, Free

Description: Continuation of ACC101 Introductory Accounting I. Emphasis is on inventories, fixed and intangible assets, payroll, partnerships, corporations, corporate stock, retained earnings, dividends, bonds, present value theory, investments, marketable securities, and statement of changes in financial position.

ACC 201 Intermediate Accounting I

3 credits; 3 lecture hours

Proficiency Requirements: College Reading

Prerequisite: ACC102 Accounting II with C or better

Electives: Satisfies Business, Free

Description: Detailed study of financial reporting and the conceptual framework of accounting theory/practice as they relate to income statements and balance sheets; cash, temporary investments and receivables; inventories, and plant assets.

ACC 202 Intermediate Accounting II

3 credits; 3 lecture hours

Proficiency Requirements: College Reading

Prerequisite: ACC102 Introductory Accounting II with a C or better

Electives: Satisfies Business, Free

Description: Continuation of ACC201, Intermediate Accounting I. Includes depreciation, intangibles, current and long-term liabilities, long-term receivables, investments, corporate capital structure, and income recognition.

ACC 203 Cost Accounting

3 credits; 3 lecture hours

Proficiency Requirements: College Reading

Prerequisite: ACC102 Introductory Accounting II with a C or better or by permission of instructor

Electives: Satisfies Business, Free

Description: Intensive study of cost methods: costing for materials, labor, and factory overhead; job order costing, direct costing, and the use of standards and variances, as well as managerial implications of costing methodology.

ACC 204 Tax Accounting

3 credits; 3 lecture hours

Prerequisite: ACC102 Introductory Accounting II with C or better or by permission of instructor

Electives: Satisfies Business, Free

Description: An introduction to federal tax laws with emphasis on personal tax returns and related schedules. Topics include calculation of adjusted gross income, deductions, exemptions, calculation of tax, and use of computers for completion of tax forms.

ACC 205 Computerized Accounting Systems

3 credits; 3 lecture hours

Proficiency Requirements: Basic Reading and Basic Math

Prerequisite: ACC102 Introductory Accounting II with C or better and CIS110 Computer Applications with a grade of C or better.

Electives: Satisfies Business, Free

Description: Designed to provide both reinforcement of Introductory Accounting I and II and hands on experience with a microcomputer and its role in business situations. System design theory and accounting theory will be used to show the flow of business information through data entry and financial preparation and reproduction.

ANT– Anthropology

ANT 101 Cultural Anthropology

3 credits; 3 lecture hours

Proficiency Requirements: College Reading, Basic Writing

Prerequisite: None

Electives: Satisfies Free, Liberal Arts, Social Science, Behavioral Science

Description: In this course, the student will explore the diversity of contemporary human cultures. Through use of a cross-cultural perspective students will examine the subsistence patterns, marriage, kinship, political organization, religion and philosophy of selected non-European peoples. The course may apply evolutionary, cultural materialist, functionalist, and psychological perspectives.

ANT 201 North American Indians

3 credits; 3 lecture hours

Proficiency Requirements: College Reading, Basic Writing

Prerequisite: SOC101 Introduction to Sociology or ANT101 Cultural Anthropology

Electives: Satisfies Free, Liberal Arts, Social Science, Behavioral Science

Description: This course provides a survey of Native American cultures north of the Mexican border. Coursework will briefly examine prehistory and then focus on culture areas and cultural concepts. Students will explore economic, religious, family, political, and educational aspects of selected groups as well as adaptational patters including those evident in the modern era. This course may not be offered every semester.

ART – Art

ART 100 Introduction to the Creative Experience

3 credits; 3 lecture hours

Proficiency Requirements: None

Prerequisite: None

Electives: Satisfies Fine & Performing Arts/Foreign Language/Philosophy & Religion, Humanities, Liberal Arts, Free

Description: Introduction to the Creative Experience introduces the methods, materials and meaning of the arts to those who are involved in developmental programs childhood to adulthood. It is a way to explore the world through nonverbal experiences which are personal to each one. Emphasis is placed on spontaneity, imagination, invention and flexibility of each student.

ART 101 Introduction to the Creative Arts

3 credits; 3 lecture hours

Proficiency Requirements: None

Prerequisite: None

Electives: Satisfies Fine & Performing Arts/Foreign Language/Philosophy & Religion, Humanities, Liberal Arts, Free

Description: Introduction to the Creative Arts is an interdisciplinary course with emphasis on both the experience of the arts and theory. The course gives students an overview of all the arts by emphasizing the actual experience of dance, theater, art and music. It is intended to give the student a strong sense of the enjoyment, excitement and pleasure that the arts can provide.

ART 102 History of World Art

3 credits: 3 lecture hours

Proficiency Requirements: None

Prerequisite: None

Electives: Satisfies Fine & Performing Arts/Foreign Language/Philosophy & Religion, Humanities, Liberal Arts, Free

Description: History of World Art covers important periods and works of art from a global perspective. Emphasis is on placing the art in a historical and social context. It will acquaint students with the scope and richness of art; as a reflection of social, political and economic trends; of ethnic, religious and philosophical diversity; and commonality.

ART 110 Color & Design

3 credits; 2 lecture hours; 2 lab hours

Proficiency Requirements: None

Prerequisite: None

Electives: Satisfies Fine & Performing Arts/Foreign Language/Philosophy & Religion, Humanities, Liberal Arts, Free

Description: Color and Design is a foundation course which looks at color through its physical properties as well as its expressive functions. The class will explore the properties of value, hue and intensity. The student will deal with problems in manipulating color as well as mixing it. Concern will be for the process of taking a color concept from idea to finished form. There will be emphasis on clarity of concept through quality of craftsmanship.

ART 111 Drawing I

3 credits; 2 lecture hours; 2 lab hours

Proficiency Requirements: None

Prerequisite: None

Electives: Satisfies Fine & Performing Arts/Foreign Language/Philosophy & Religion, Humanities, Liberal Arts, Free

Description: Drawing I is an introduction to the problems, techniques, and materials of drawing. Each class project will focus on a different aspect of visual perception, composition, and artists' materials.ART 112 Drawing II

3 credits; 3 lecture hours; 2 lab hours

Proficiency Requirements: None

Prerequisites: ART111 Drawing I

Electives: Satisfies Fine & Performing Arts/Foreign Language/Philosophy & Religion, Humanities, Liberal Arts, Free

Description: Drawing II is a continuation of the problems, techniques and materials introduced in Drawing I. Students will continue exploring a variety of drawing materials. Emphasis, however, will be placed on understanding the problems inherent in translating what one sees in three dimensions to what one creates on the two dimensional surface.

ART 121 Introductory Photography

3 credits; 2 lecture hours; 2 lab hours

Proficiency Requirements: None

Prerequisite: None

Electives: Satisfies Fine & Performing Arts/Foreign Language/Philosophy & Religion, Humanities, Liberal Arts, Free

Description: Introductory Photography is a foundation course that covers basic camera operation, darkroom techniques, exposure, composition and aesthetics. Students will learn to develop and print their own black and white photographs in a laboratory setting. An adjustable 35mm camera is required. Students are expected to complete lab work.

ART 122 Advanced Photography

3 credits; 2 lecture hours; 2 lab hours

Proficiency Requirements: None

Prerequisites: ART121 Introductory Photography or permission of instructor

Electives: Satisfies Fine & Performing Arts/Foreign Language/Philosophy & Religion, Humanities, Liberal Arts, Free

Description: Advanced techniques in camera operation, black and white process, and composition. Emphasis is on photographic self-expression and communications. Students are expected to complete lab work as required.

ART 123 News Photography

1 credit; 1 lecture hour

Proficiency Requirements: None

Prerequisites: ART121 Introductory Photography or may be taken concurrently or by permission of instructor

Electives: Satisfies Fine & Performing Arts/Foreign Language/Philosophy & Religion, Humanities, Liberal Arts, Free

Description: News Photography studies the practical application of photojournalism. Concentration is on providing eye-catching photographs for newspapers, magazines, newsletters and other print media. Participants will regularly take and print pictures on assignment for the campus newspaper *The Observer*. Students will meet with instructor once a week to receive photo assignments and critique previous assignments.

ART 201 20th Century Art/Music

3 credits; 3 lecture hours

Proficiency Requirements: None

Prerequisite: None

Electives: Satisfies Fine & Performing Arts/Foreign Language/Philosophy & Religion, Humanities, Liberal Arts, Free

Description: 20th Century Art/Music charts the history and development of western classical music and the visual arts through the last half of the 19th and the 20th centuries. By listening to music, looking at art, and learning about the composers and artists, the student will gain an appreciation of the art and music of their own time. Taught in distance learning format.

ART 211 Illustration

3 credits; 2 lecture hours; 2 lab hours

Proficiency Requirements: None

Prerequisite: ART111 Drawing or by permission of instructor

Electives: Satisfies Fine & Performing Arts/Foreign Language/Philosophy & Religion, Humanities, Liberal Arts, Free

Description: The aim of Illustration I is to give the student exposure to a variety of media used in commercial illustration, as well as to the different types of illustration including book, newspaper and current event. Developing drawing skills will be an integral part of the course. The history of illustration will be presented in order to understand it as communication from concept to finished product.

ART 212 Illustration II

3 credits; 2 lecture hours; 2 lab hours

Proficiency Requirements: None

Prerequisites: ART211 Illustration or permission of instructor

Electives: Satisfies Fine & Performing Arts/Foreign Language/Philosophy & Religion, Humanities, Liberal Arts, Free

Description: Illustration II will build on the conceptual and technical strategies of pictorial communication introduced in Illustration I. It will offer possibilities for refining graphic and aesthetic abilities, developing personal style, and applying those skills toward assignments with actual or simulated commercial applications. Students will be encouraged to start a professional portfolio and will be exposed to the business, as well as art, of illustration.

ART 213 Portfolio for Illustration

1 credit; 1 lecture hour

Proficiency Requirements: None

Prerequisites: ART211 Illustration I or by permission of instructor

Electives: Satisfies Fine & Performing Arts/Foreign Language/Philosophy & Religion, Humanities, Liberal Arts, Free

Description: The focus of Portfolio for Illustration is on developing a portfolio for purposes of further study or professional marketing. The student will develop an appropriate portfolio for illustration by working on assigned projects, selecting and presenting work, developing appropriate associated materials (e.g. resume, card, stationery, tear sheets or printed pieces).

ART 214 Figure Drawing

3 credits; 2 lecture hours; 2 lab hours

Proficiency Requirements: None

Prerequisite: ART111 Drawing I or permission of instructor

Electives: Satisfies Fine & Performing Arts/Foreign Language/Philosophy & Religion, Humanities, Liberal Arts, Free

Description: Figure Drawing I offers the student the opportunity to draw from a live model. Class sessions will explore different approaches to figure drawing, covering a variety of techniques and concepts (gesture drawing, contour line drawing, form, light and shade, movement, etc). Students will be encouraged to experiment with a variety of materials, and to enlarge the scale of their work as the semester progresses.

ART 221 Portfolio for Photography

1 credit; 1 lecture hour

Proficiency Requirements: None

Electives: Satisfies Fine & Performing Arts/Foreign Language/Philosophy & Religion, Humanities, Liberal Arts, Free

Description: Portfolio for Photography will focus on developing a portfolio for purposes of further study or professional marketing. The student will develop an appropriate portfolio for photography by working on assigned projects, selecting and presenting work, developing appropriate associated materials.

ART 231 Painting I

3 credits; 2 lecture hours; 2 lab hours

Proficiency Requirements: None

Prerequisite: None

Electives: Satisfies Fine & Performing Arts/Foreign Language/Philosophy & Religion, Humanities, Liberal Arts, Free

Description: Painting I introduces the problems, techniques and materials of Painting. Each class project will focus on a different aspect of visual perception, composition and artists' materials.

ART 232 Painting II

3 credits; 2 lecture hours; 2 lab hours

Proficiency Requirements: None

Prerequisites: ART231 Painting I

Electives: Satisfies Fine & Performing Arts/Foreign Language/Philosophy & Religion, Humanities, Liberal Arts, Free

Description: This course is a continuation of Painting I. The emphasis will be on giving more complexity and subtlety to both the color and the composition in each project. The student will be encouraged to find personal solutions to the general problems presented.

ART 233 Portfolio for Visual Arts

1 credit; 1 lecture hours

Proficiency Requirements: None

Prerequisites: Completion of ART231 Painting 1, ART232 Painting II, ART214 Figure Drawing and ART111 Drawing I.

Electives: Satisfies Fine & Performing Arts/Foreign Language/Philosophy & Religion, Humanities, Liberal Arts, Free

Description: Focus is on developing a portfolio for independent work in the field of fine arts and for transfer to professional art schools and four year colleges. The portfolio will consist of works culled from the classes offered in the Visual Arts Option. Students will take slides of their artwork, create a resume and develop an artists' statement. Students will learn how to pursue exhibition and grant opportunities.

ASL – American Sign Language

ASL 101 Elementary American Sign Language I

3 credits; 2 lecture hours; 2 lab hours

Proficiency Requirements: Basic Reading

Prerequisite: None

Electives: Satisfies Language, Fine & Performing Arts/Foreign Language/Philosophy & Religion, Humanities, Liberal Arts, Free

Description: Designed to present the basic grammatical rules of American Sign Language. Introduces basic vocabulary, finger spelling, numbers and facial grammar. Through assignments both inside and outside of the classroom, students will learn about the Deaf Community and Deaf Culture. This class is taught primarily in ASL, priority seating given to Deaf or hard of hearing individuals.

ASL 102 Elementary American Sign Language II

3 credits; 2 lecture hours; 2 lab hours

Proficiency Requirements: Basic Reading

Prerequisites: ASL101 with C or better or by permission of instructor

Electives: Satisfies Language, Fine & Performing Arts/Foreign Language/Philosophy & Religion, Humanities, Liberal Arts, Free

Description: A continuation of ASL101. This course builds upon the vocabulary and grammatical rules of American Sign Language. Students will focus on facial grammar and non-manual markers. Through assignments both inside and outside of the classroom students will learn about the Deaf Community and Deaf Culture. This class is taught primarily in ASL, priority seating given to Deaf or hard of hearing individuals.

ASL 103 Intermediate American Sign Language I

3 credits; 2 lecture hours; 2 lab hours

Proficiency Requirements: Basic Reading

Prerequisites: ASL101 & ASL102 with a C or better or by permission of instructor

Electives: Satisfies Language, Fine & Performing Arts/Foreign Language/Philosophy & Religion, Humanities, Liberal Arts, Free

Description: This course expands on the skills of ASL101 & ASL102 to further develop understanding of the grammatical rules of ASL. Students will develop rudimentary competency in expressive and receptive use of ASL, as well as a greater understanding of Deaf culture. This class is taught primarily in ASL. (Note: ASL103 & ASL104 are equivalent to ASL111. Students can not receive credit for both ASL111 and ASL103.)

ASL 104 Intermediate American Sign Language II

3 credits; 2 lecture hours; 2 lab hours

Proficiency Requirements: Basic Reading

Prerequisites: ASL103 with a C or better or by permission of instructor

Electives: Satisfies Language, Fine & Performing Arts/Foreign Language/Philosophy & Religion, Humanities, Liberal Arts, Free

Description: This course further refines the skills learned in ASL103, for greater understanding of the basic grammatical rules of ASL. Students will become more proficient in expressive and receptive use of ASL. Students will continue to learn about Deaf Culture and the Deaf Community. This class is taught primarily in ASL. (Note: ASL103 & ASL104 are equivalent to ASL111. Students cannot receive credit for both ASL111 and ASL104.)

ASL 111 Advanced American Sign Language I

5 credits; 4 lecture hours; 2 lab hours

Proficiency Requirements: College Reading, Basic Writing, Basic Math

Prerequisites: ASL102 with a B or better or by permission of instructor or Program Coordinator

Electives: Satisfies Language, Fine & Performing Arts/Foreign Language/Philosophy & Religion, Humanities, Liberal Arts, Free

Description: This course utilizes an intensive, immersion approach to learning ASL. Focuses on grammatical structure, vocabulary, manual alphabet, numbers, non-manual markers, facial expression and other components of American Sign Language, as well as expressive and receptive skill improvement. This course is taught in American Sign Language.

ASL 112 Advanced American Sign Language II

5 credits; 4 lecture hours; 2 lab hours

Proficiency Requirements: College Reading; Basic Writing; Basic Math

Prerequisites: ASL111 with a C or better or by permission of instructor or Program Coordinator

Electives: Satisfies Language, Fine & Performing Arts/Foreign Language/Philosophy & Religion, Humanities, Liberal Arts, Free

Description: A continuation of ASL 111, refines and builds competence of complex ASL grammatical features. Receptive and expressive language skill improvement is focused on. This class is taught in American Sign Language.

ASL 201 Advanced American Sign Language III

5 credits; 4 lecture hours; 2 lab hours

Proficiency Requirements: College Reading, Basic Writing, Basic Math

Prerequisites: ASL112 with a C or better or by permission of instructor or Program Coordinator

Electives: Satisfies Language, Humanities, Free

Description: Designed to be a continuation of ASL112 Advanced American Sign Language II. Intended to refine and build American Sign Language (ASL) competence in and performance of most ASL grammatical features and ASL variations covered in previous courses. Receptive and expressive abilities enhanced through exposure to selected stylistic, regional, social, ethnic, socially restricted, and age-related ASL renditions. This course is taught in American Sign Language.

ASL 202 American Sign Language IV

3 credits: 3 lecture hours

Proficiency Requirements: College Reading, Basic Writing, Basic Math

Prerequisites: ASL201 American Sign Language III with a C or better and by permission of the Program Coordinator

Electives: Satisfies Language, Fine & Performing Arts/Foreign Language/Philosophy & Religion, Humanities, Liberal Arts, Free

Description: This course is designed to expand upon what was covered in ASL201, American Sign Language III. The goals are to further refine and solidify competence in and performance of all ASL variations addressed in preceding ASL course. Receptive and expressive abilities are enhanced through exposure of selected stylistic, regional, social, ethnic, socially restricted, and age-related renditions, as well as additional ASL vocabulary, which will be addressed through text analysis. Includes information on Deaf Culture. Taught primarily in ASL.

ASL 203 American Sign Language Linguistics

3 credits: 3 lecture hours

Proficiency Requirements: College Reading, Basic Writing, Basic Math

Prerequisites: ASL201 American Sign Language III with a C or better and permission of the Program Coordinator

Electives: Satisfies Language, Fine & Performing Arts/Foreign Language/Philosophy & Religion, Humanities, Liberal Arts, Free

Description: This course provides an analysis of the major structural linguistic study of specific aspects of phonology, morphology, syntax, lexicology, and discourse in American Sign Language. Concepts of language variation, dialect, creolization, and bilingualism are studied. Taught primarily in ASL.

ASL 205 Deaf Literature & ASL Folklore

3 credits: 3 lecture hours per week

Proficiency Requirements: College Reading, Basic Writing, Basic Math

Prerequisites: ASL112 with a C or better or by permission of instructor or Program Coordinator

Electives: Satisfies Language, Fine & Performing Arts/Foreign Language/Philosophy & Religion, Humanities, Liberal Arts, Free

Description: This course will cover representative fiction and nonfiction, poetry, and drama depicted in readings and videotapes related to everyday lives of Deaf people. Students will develop insight and appreciation of Deaf Literature and ASL folklore and their implications for education. This course is taught in ASL.

BIO – BIOLOGY

BIO 101 Human Biology

3 credits; 3 lecture hours

Proficiency Requirements: College Reading

Prerequisites: None

Electives: Satisfies Liberal Arts, Science, Free

Description: This course is a basic study of the structure and functioning of the human body. Emphasis will be placed on the interrelationships among the systems. This course introduces the major chemical and biological principles through the study of the human body. *Note:* This course may be taken alone as a 3 credit biology course OR in conjunction with BIO102 Human Biology Laboratory as a 4 credit biology course.

BIO 102 Human Biology Laboratory

1 credit; 2 lab hours

Proficiency Requirements: College Reading

Prerequisites: BIO101 Human Biology

Corequisites: BIO101 Human Biology

Electives: Satisfies Liberal Arts, Science, Free

Description: The concepts studied in the classroom will be reinforced with microscope work, models, charts and related activities/experiments. Investigation at the cellular, tissue and organ levels will be included.

BIO 103 Human Nutrition & Health

3 credits; 3 lecture hours

Proficiency Requirements: College Reading

Prerequisites: None

Electives: Satisfies Liberal Arts, Science, Free

Description: This course begins with an overview of the basic chemistry needed to understand the biology of nutrition. The primary focus of the course is on eating practices and their effect on the overall health of the human body. Topics covered include the composition and function of the major food groups, vitamins and minerals, product label interpretation, and nutrition's role in disease and wellness. *Note:* This course may be taken alone as a 3 credit biology course OR in conjunction with BIO104 Human Nutrition & Health Laboratory, as a 4 credit biology course.

BIO 104 Human Nutrition & Health Laboratory

1 credit; 2 lab hours

Prerequisites: BIO103 Human Nutrition and Health

Corequisites: BIO103 Human Nutrition and Health

Electives: Satisfies Liberal Arts, Science, Free

Description: This course involves the application of those theories and principles of nutrition and health learned in the classroom. Some of the topics investigated include nutrient content of the food groups, menu planning and calculations of nutrient RDA's, water quality testing, and nutrient intake and calorie calculations. Note: this laboratory may be taken in conjunction with BIO103 Human Nutrition and Health, or after having completed and passed BIO103 Human Nutrition and Health.

BIO 105 Aquatic Biology

4 credits; 3 lecture hours; 2 lab hours

Proficiency Requirements: College Reading

Prerequisites: None

Electives: Satisfies Liberal Arts, Science, Free

Description: This introductory course covers aquatic environments and methods for sampling aquatic environments for micro and macro flora and fauna. Topics include the use of microorganisms as indicators of pollution, plankton, and larger organisms for bioassay and food production. This is an indoor/outdoor laboratory oriented course.

BIO 111 Introductory Biology I

4 credits; 3 lecture hours; 2 lab hours

Proficiency Requirements: College Reading

Prerequisites: None

Electives: Satisfies Liberal Arts, Science, Free

Description: This course begins with an overview of the basic chemistry needed to understand introductory biological principles. The main focus of the course includes a study of the fundamental biology common to animals and plants. Emphasis is placed on the biochemistry of the cell, cellular structure and functioning, genetics, ecology and evolution.

BIO 112 Introductory Biology II

4 credits; 3 lecture hours; 2 lab hours

Proficiency Requirements: College Reading

Prerequisites: BIO111 or by permission of instructor

Electives: Satisfies Liberal Arts, Science, Free

Description: This course is a continuation of Introductory Biology I. The primary focus of study involves the taxonomy, structure, function and evolution of the five major kingdoms of organisms on earth.

BIO 121 Anatomy & Physiology I

4 credits; 3 lecture hours; 2 lab hours

Proficiency Requirements: College Reading

Prerequisites: None

Electives: Satisfies Liberal Arts, Science, Free

Description: The basic principles of chemistry and biology are introduced. These are followed by an introduction to the study of the structure and functioning of the human body. Systems covered are integumentary, skeletal, muscular and nervous. Emphasis will be placed on the interrelationships among the systems. Related topics such as diseases of the systems will be integrated where applicable. Laboratory work will include experiments, dissection, microscope work, and the study of charts and models.

BIO 122 Anatomy & Physiology II

4 credits; 3 lecture hours; 2 lab hours

Proficiency Requirements: College Reading

Prerequisites: BIO121 Anatomy & Physiology I or by permission of instructor

Electives: Satisfies Liberal Arts, Science, Free

Description: A continuation of BIO121 Anatomy & Physiology I. Systems covered are circulatory, endocrine, reproductive, urinary, digestive and respiratory.

BIO 210 Fundamentals of Disease Process

3 credits; 3 lecture hours

Proficiency Requirements: College Reading

Prerequisites: BIO121/BIO122 Anatomy & Physiology I and II or by permission of instructor

Electives: Satisfies Liberal Arts, Science, Free

Description: Topics include causes of disease, cellular injury, inflammatory processes, neoplasms, metabolic disorders, endocrine imbalances, disturbances in blood and body fluids, infectious diseases, physical and chemical injuries, hereditary diseases and congenital defects. A survey of the basic process of disease, types of medication, diagnostic measures and types of treatment will be discussed relating to the following systems: integumentary, musculoskeletal, nervous, cardiovascular, respiratory, gastrointestinal, genitourinary and organs of special sense (eye and ear).

BIO 220 Microbiology

4 credits; 3 lecture hours; 3 lab hours

Proficiency Requirements: College Reading

Prerequisites: BIO111 Introductory Biology I or BIO121 Anatomy & Physiology I or by permission of instructor

Electives: Satisfies Liberal Arts, Science, Free

Description: The biology of bacteria, viruses, and microorganisms is studied. Laboratory work emphasizes the sterile technique. Immunology and Biotechnology are discussed.

BUS – Business

BUS 101 Introduction to Business

3 credits; 3 lecture hours

Proficiency Requirements: Basic Reading, Basic Writing

Prerequisites: None

Electives: Satisfies Business, Free

Description: This course will introduce students to the environment in which business is transacted in modern times by presenting an overview of functional areas of business and the basic concepts of the business world. Recommended for beginning business and non-business majors.

BUS 102 A,B,C Local Business Ownership

3 credits; 3 lecture hours

Proficiency Requirements: Basic Reading, Basic Writing

Prerequisites: None

Description: This is an introductory course designed to help potential and current small business owners understand the basics of business. The course is divided in three one-credit modules: Module 1 is Exploring/planning; module 2 is Managing/marketing; and module 3 is business practices/accounting. The course is case-based which means students will apply what they are learning to problems and issues faced by real businesses in the community. The course is competency-based which means students will be graded on their plans, presentations, and other demonstrations of skill, in addition to traditional tests. Students will work individually and in teams.

BUS 105 Managerial Business Communications

3 credits; 3 lecture hours

Proficiency Requirements: Basic Reading, Basic Writing

Prerequisites: None

Electives: Satisfies Business, Free

Description: This area of study will focus on the application of business communication skills through a variety of informal and formal experiences. The performance-based course will emphasize effective written, interpersonal, and team building skills. Technology will be used to create and deliver presentations, to extend problem-solving situations, and to practice critical thinking and decision-making. Business ethical, cross-cultural, and international issues associated with communications are explored and analyzed. Research strategies such as a job interview, research paper, or a final project will culminate this course.

BUS 211 Business Law I

3 credits; 3 lecture hours

Proficiency Requirements: English Composition I

Prerequisites: or by permission of instructor

Electives: Satisfies Business, Free

Description: A course presenting an integrated approach to the legal environment of business with a fresh up to date introduction to those aspects of our legal system which cut across all areas of law, establishing a vital foundation for understanding the substantive subjects such as the American system of jurisprudence, constitutional law, the dual court system, administrative agencies, consumer protection, environmental law, Uniform Commercial Code, torts and crimes and a thorough understanding of the Law of Contracts.

BUS 212 Business Law II

3 credits; 3 lecture hours

Prerequisites: BUS211 Business Law I with a C or by permission of instructor

Electives: Satisfies Business, Free

Description: Continuation of BUS211 Business Law I, developing a basic understanding and application of the Uniform Commercial Code consisting of sales, commercial paper, Law of Agency, banking, Letter of Credit, bulk transfer, documents of title, investments and secured transactions, and a general understanding of business organizations, bankruptcy, and estates and trusts.

BUS 214 International Business

3 credits; 3 lecture hours

Prerequisites: BUS211 Business Law I with a C or by permission of instructor

Electives: Satisfies Business, Free

Description: An overview of international business with emphasis on how international business transactions differ form domestic. International business transactions, practices and environments influencing these activities will be explained and illuminated through extensive case studies, including focus on ISO9000 quality standards.

CHM – Chemistry

CHM 110 Chemistry in Your Life

4 credits; 3 lecture hours; 2 lab hours
Proficiency Requirements: College Reading
Prerequisites: None
Electives: Satisfies Liberal Arts, Science, Free
Description: This introductory level chemistry course will be topic oriented. These topics include the chemical nature of "life" related components: nuclear reactions, energy from chemical reactions, water and its problems, air pollution, drugs and medicines and other selected and relevant topics.

CHM 111 Introductory Chemistry I

4 credits; 3 lecture hours; 2 lab hours
Proficiency Requirements: College Reading
Prerequisites: One year of high school Algebra or MAT120 College Algebra or by permission of instructor
Electives: Satisfies Liberal Arts, Science, Free
Description: This course covers the basic concepts of chemistry leading to an understanding of atomic structure of the elements and periodic table. The study of chemical bonding, nomenclature, chemical equations, formula calculations and stoichiometry is undertaken.

CHM 112 Introductory Chemistry II: Inorganic Chemistry

4 credits; 3 lecture hours; 2 lab hours
Proficiency Requirements: College Reading
Prerequisites: CHM111 Introductory Chemistry I or by permission of instructor
Electives: Satisfies Liberal Arts, Science, Free
This is a continuation of Introductory Chemistry I and covers the study of solids, liquids, gases, solutions, acids, bases and neutralization. The application of physical chemical theory to inorganic chemistry is undertaken, as well as a brief review of organic chemistry with special emphasis on how this aspect of chemistry relates to biological systems.

CHM 121 General Chemistry I

4 credits; 3 lecture hours; 3 lab hours
Proficiency Requirements: College Reading
Prerequisites: One year of high school chemistry or CHM111 Introductory Chemistry I, MAT120 College Algebra or by permission of instructor
Electives: Satisfies Liberal Arts, Science, Free
Description: This course deals with inorganic and physical chemistry. The study of the structure of atoms, the periodic nature of the elements, and the examination of the relationship of energy and the elements to form compounds and the three physical states of matter will be investigated.

CHM 122 General Chemistry II

4 credits; 3 lecture hours; 3 lab hours
Proficiency Requirements: College Reading
Prerequisites: CHM121 General Chemistry I or by permission of instructor
Electives: Satisfies Liberal Arts, Science, Free
Description: This is a continuation of CHM121 General Chemistry I, dealing with physical and inorganic chemistry. The three physical states of matter, solid, liquid and gas will be studied. The mechanical, thermal and electrical changes as demonstrated in solution theory, electrochemistry, chemical kinetics and chemical equilibrium will be examined in detail. A brief introduction to organic chemistry is given.

CIS – Computer & Information Sciences

CIS 101 Computer For Beginners

3 credits; 2 lecture hours; 2 lab hours
Proficiency Requirements: None
Prerequisite: None
Electives: Satisfies Technology, Computer, Free
Description: This introductory course will provide an overview of a personal computer and its effectiveness as a tool in the work environment or for personal use. The topics will include the use of the Windows operating system, file management, security, word processing basics, the World Wide Web and its resources including e-mail, web browsers, and search engines.

CIS 102 Computers in the Medical Office

1 credit; 2 lab hours

Proficiency Requirements: None

Electives: Satisfies Free elective

Description: This course serves as an introduction to using and understanding medical office information software and how the medical profession conducts business while using technology as a vehicle of communication. Topics include medical office information such as: developing appointments, billing, tracking, recording, updating, inventory, and monitoring other aspects of patient care.

CIS 110 Computer Applications (Web Enhanced)

3 credits; 2 lecture hours; 2 lab hours

Proficiency Requirements: None

Prerequisites: CIS 101 Computer for Beginners or by permission of instructor

Electives: Satisfies Technology, Computer, Free

Description: This intermediate course will focus on the effective use of the computer at home or on the job. Topics will include an introduction to application software for presentation graphics, electronic spreadsheet, and database management software. It also expands upon the student's knowledge of word processing and the operating system. This course features an E-Pack (electronic pack) that provides students with the opportunity to access web-based practice quizzes, chapter reviews, chapter lecture notes, PowerPoint presentations, chapter assignments, and "real" exams. In addition, students will use Bulletin Board discussions and Chat Rooms to develop an understanding of skills through input from student peers and professors.

CIS 112 Integrated Computer Applications

3 credits; 2 lecture hours; 2 lab hours

Proficiency Requirements: None

Prerequisites: CIS110 Computer Applications (Web Enhanced) or by permission of instructor

Electives: Satisfies Technology, Computer, Free

Description: This course will focus on application suites under the windows environment and the data file integration that is made possible between word processing, spreadsheet, database, and graphic files. Compound documents will be created that can include files from all the various applications software. The efficient use of these data files for visual reports and presentations will be the focus.

CIS 113 Data Management Applications

4 credits; 3 lecture hours; 2 lab hours

Proficiency Requirements: None

Prerequisites: CIS110 Computer Applications (Web Enhanced) or by permission of instructor

Electives: Satisfies Technology, Computer, Free

Description: This course will focus on data management using spreadsheet and database software. Practical applications and projects will be assignment that will focus on decision-making, querying, graphs and creating customized forms and reports.

CIS 121 Introduction to Operating Systems

4 credits; 3 lecture hours; 2 lab hours

Proficiency Requirements: None

Prerequisites: CIS141 Computer Science I or higher or by permission of instructor

Electives: Satisfies Technology, Computer, Free

Description: This course will provide a clear description of the concepts that underlie an operating system. The topics discussed will include process management, input/output, memory management, the file system, protection and security, concurrency and distributed systems. Operating systems functions and theory will be covered for a variety of computers from microcomputers to mainframes. Other topics include multi-user systems, system use and system management. Students will learn to interact with the UNIX operating system during the labs.

CIS 130 The Internet & Web Page Development/HTML

3 credits; 2 lecture hours; 2 lab hours

Proficiency Requirements: None

Prerequisites: CIS110 Computer Applications (Web Enhanced) or by permission of instructor

Electives: Satisfies Technology, Computer, Free

Description: This course serves as an introduction to basic web page development and the Internet. Topics include history of the Internet, web browsers, search engines, FTP, security and email. Other topics will include how to design and create web pages using current markup languages and other development tools.

CIS 137 Introduction to Discrete Structures

4 credits; 3 lecture hours; 2 lab hours

Proficiency Requirements: None

Electives: Satisfies Technology, Computer, Free

Description: This course is a general introduction to discrete structures and finite systems. Discrete structures includes important material from such areas as set theory, logic, graph theory, knowledge representation, and combinatorics. The course provides foundational techniques and tools for Computer Science.

CIS 140 Introduction to Computer Science

4 credits; 3 lecture hours; 2 lab hours

Proficiency Requirements: None

Electives: Satisfies Technology, Computer, Free

Description: This course is a general introduction to computer science, programming, and problem solving. A simplified programming system will be used to introduce students to the programming process. Looping, decision structures, and methods will be introduced as programming topics. Some solutions will use other computer tools such as spreadsheets. Computer science topics will be covered in breadth and include algorithms, storage, architecture, and data structures.

CIS 141 Computer Science I

4 credits; 3 lecture hours; 2 lab hours

Proficiency Requirements: None

Prerequisites: CIS140 Introduction to Computer Science or by permission of instructor

Electives: Satisfies Technology, Computer, Free

Description: This course's focus is on computer program development and computer science. Functional and design specification coding, testing and documentation are emphasized in the development of good programming techniques. Emphasis is placed on object oriented methodology, structured thinking, decision structures, looping, arrays, files, and programming a graphical user interface.

CIS 142 Visual Basic Programming

4 credits; 3 lecture hours; 2 lab hours

Proficiency Requirements: None

Prerequisites: CIS140 Introduction to Computer Science or by permission of instructor

Electives: Satisfies Technology, Computer, Free

Description: An introduction to Visual Basic, an object-oriented/event-driven programming language for students with some programming experience. The student will learn to take advantage of the features Visual Basic has to offer, including the creation of window objects such as buttons and scroll bars. The course will include designing, planning, documenting, coding and debugging projects in Visual Basic. Topics covered are selection structures, repetition structures, both sequential and random files and arrays. The level of reasoning required in this course is similar to that required in a college level mathematics course.

CIS 143 Current Topics in Computer Science

4 credits; 3 lecture hours; 2 lab hours

Proficiency Requirements: None

Prerequisites: CIS141 Computer Science I or by permission of instructor

Electives: Satisfies Technology, Computer, Free

Description: Current topics in Computer Science will be selected by the instructor each semester as an in-depth view of a few subjects that will reflect current usage in Computer Science. Labs will be assigned reflecting the semester's topics. As the course topics vary each semester, the course may be retaken for credit with permission of the instructor.

CIS 151 Introduction to CAD/CAM

3 credits; 3 lecture hours

Proficiency Requirements: None

Electives: Satisfies Technology, Computer, Free

Description: Introduction to Computer Aided Drafting and Design Systems and Computer Aided Manufacturing. It will cover the role of computers, robots, automated production, and humanistic approaches in manufacturing. Students will gain an understanding of the difficulties and challenges that lie on the path toward integration of computers into the manufacturing environment.

CIS 152 Computer Aided Drafting

3 credits; 1 lecture hour; 4 lab hours
Proficiency Requirements: None
Prerequisites: CIS151 Introduction to CAD/CAM, or EST100 Engineering Design Graphics
Electives: Satisfies Technology, Computer, Free
Description: This course will prepare students to operate Computer Aided Drafting and Design systems and understand the use of computer graphics in industry applications. Students will learn to use an interactive computer. They will store and retrieve drawings and related information on a magnetic disk and produce commercial quality copies using a computer driven plotter.

CIS 210 Advanced Database Management Software

4 credits; 3 lecture hours; 2 lab hours
Proficiency Requirements: None
Prerequisites: CIS113 Data Management Applications
Electives: Satisfies Technology, Computer, Free
Description: This course will focus on decision making using management information system software. Emphasis will be on Advanced DataBase and/or other database management software. Software customizing techniques, macros, templates, data tables, program command files, and SQL commands will be covered.

CIS 230 Web Programming - Client Side

4 credits; 3 lecture hours; 2 lab hours
Proficiency Requirements: None
Prerequisites: CIS130 The Internet & Web Page Development (HTML) AND CIS141 Computer Science I
Electives: Satisfies Technology, Computer, Free
Description: This course will focus heavily on the use of client-side programming for creating an interactive environment on the World Wide Web. Students will design, develop and maintain their own home page. Topics will include the latest client side programming languages, the use of advanced features of current markup languages and a discussion of proper site design.

CIS 231 Web Programming - Server Side

4 credits; 3 lecture hours; 2 lab hours
Proficiency Requirements: None
Prerequisites: CIS130 The Internet and Web Page Development (HTML) AND CIS141 Computer Science I
Electives: Satisfies Technology, Computer, Free
Description: This course will focus on the use of server side programming for creating dynamic web sites. Students will design, develop and maintain data driven, dynamic web pages. Topics will include the latest server side programming languages, web server configuration/security and how to integrate a web site with a database.

CIS 240 C++ Programming Language

4 credits; 3 lecture hours; 2 lab hours
Proficiency Requirements: None
Prerequisites: CIS141 Computer Science I
Electives: Satisfies Technology, Computer, Free
Description: General study of the C++, including all data types. Emphasis is placed on programming, problem solving, and writing structured, efficient, and robust code. Topics include functions (user defined and built-in), arrays, structures (classes), pointers, linked lists, stacks and queues, sorting (selection, quicksort, insertion), searching (linear and binary), recursion, and inheritance.

CIS 252 Computer Science II

4 credits; 3 lecture hours; 2 lab hours
Proficiency Requirements: None
Prerequisites: CIS141 Computer Science I
Electives: Satisfies Technology, Computer, Free
Description: A continuation of CIS141 Computer Science I emphasizing the development of data structures to organize information in solving problems with computers. Typical structures include arrays, stacks, queues, linked lists, and trees. Coverage will include searching, sorting and algorithm analysis. Laboratory projects will give students the opportunity to implement these data structures.

CIS 253 Computer Science III

4 credits; 3 lecture hours; 2 lab hours
Proficiency Requirements: None
Prerequisites: CIS252 Computer Science II
Electives: Satisfies Technology, Computer, Free
Description: Continuation of CIS252 Computer Science II, emphasizing file structures and project design. This course covers the concepts, design considerations, and performance differences of file types from sequentially accessed files through relational databases. Also included is project design using various tools emphasizing object methodology and industry standards.

COM – Communications

COM 101 Television Production I

3 credits; 2 lecture hours; 2 lab hours

Proficiency Requirements: Basic Reading, Basic Writing

Electives: Satisfies Liberal Arts, Humanities, Communications, Free

Description: This course teaches students how to write for, edit, produce and direct complete television programs in a non-dramatic format; how to operate the equipment in the TV studio and control centers; and how to evaluate television content. Students will learn how to work as an assignment editor and anchor person for a TV news program, and will also learn the basic techniques of the extended interview, the panel show and the documentary. Limited to 18 students.

COM 103 Broadcast Reporting & Announcing

3 credits; 3 lecture hours

Proficiency Requirements: Basic Reading, Basic Writing

Electives: Satisfies Liberal Arts, Humanities, Communications, Free

Description: Students will learn through the study of current radio and television practices how to edit and write news items for the radio and TV news media; how to broadcast these items on radio and TV; how to use basic equipment associated with radio and TV news gathering and production; and how to evaluate current broadcasting practices. Students are encouraged to have access to a portable tape recorder and stop watch.

COM 111 Public Speaking

3 credits; 3 lecture hours

Proficiency Requirements: Basic Reading, Basic Writing

Electives: Satisfies Liberal Arts, Humanities, Communications, Free

Description: The course teaches students rhetorical theory, critical thinking and the effective construction and delivery of various types of speeches. The course will concentrate on informative, persuasive and impromptu speeches, with other types included at the instructor's discretion.

COM 112 Interpersonal Communication

3 credits; 3 lecture hours

Proficiency Requirements: Basic Reading, Basic Writing

Electives: Satisfies Liberal Arts, Humanities, Communications, Free

Description: Designed to help students understand the theory and develop the skills necessary for effective communication, the course explores communication axioms, verbal and nonverbal messages, message reception and sending, interpersonal listening and feedback, E-prime language, nondirective responding, paraphrasing, describing feelings, behaving assertively, managing conflict and facilitating consensus in small groups.

COP – Cooperative Education

COP 101 Cooperative Education I

3 credits; minimum 180 hours work experience per semester

Proficiency Requirements: College Reading, Basic Writing, Basic Math

Elective: Satisfies Free or electives noted in program course of study.

Description: Co-op Education is an experiential course designed to provide training for students seeking to enter or reenter a career field. Students gain practical experiences that are related to their academic program and/or career goals, subject to guidelines established by the appropriate academic department and the Career Development Center. Each student is expected to complete a career package, interview for a workplace position, establish five training objectives, participate in at least three workshops and one reflection seminar, write a reflection paper, and produce a career portfolio. The student's progress will be evaluated by the Job Developer, Faculty Coordinator, and Work-Site Supervisor.

COP 102 Cooperative Education II

3 credits; minimum 180 hours work experience per semester

Proficiency Requirements: College Reading, Basic Writing, Basic Math

Prerequisites: COP101 Co-op Education I and prior approval of the Job Developer and the Department Chair

Elective: Satisfies Free or electives noted in program course of study.

Description: This second course in Co-op Education is designed to provide students with the opportunity to build upon skills developed in Co-op I and is subject to the guidelines of the appropriate academic department and the Career Development Center. Each student is expected to complete a career package, interview for a workplace position, establish five training objectives which clearly state new, or more expansive goals than those in Co-op I, participate in at least three (3) workshops (different from ones participated in Co-op I) and one (1) reflection seminar, write a reflection paper, and add to their career portfolio. The student's progress will be evaluated by the Job Developer, Faculty Coordinator, and Work-Site Supervisor.

CRJ – Criminal Justice

CRJ 101 Introduction to Criminal Justice

3 credits; 3 lecture hours

Proficiency Requirements: None

Prerequisites: None

Elective: Satisfies Free

Description: This course provides an introduction to the Criminal Justice system in the United States. Specific attention is paid to essential terminology, the definitions of index crimes, the structure of the federal and state court systems, appellate procedures, principles of federalism, criminal charges and defenses to crimes, juvenile and adult justice systems, the criminal trial, analysis of constitutional issues and the rules of criminal procedure at the federal and state levels.

CRJ 102 Incarceration & Alternatives

3 credits; 3 lecture hours

Proficiency Requirements: None

Prerequisites: None

Electives: Satisfies Free

Description: This course provides an introduction to the fundamental processes, trends and practices in the field of corrections. Consideration is given to issues raised by federal and state sentencing guidelines, mandatory sentencing requirements and the limits on judicial discretion, disparities in sentencing and in the treatment of offenders, institutional treatment in prisons, jails and correctional institutions, prisoners' rights, community corrections, probation, parole, pre-release centers and the death penalty.

CRJ 103 Modern Policing

3 credits; 3 lecture hours

Proficiency Requirements: None

Prerequisites: None

Electives: Satisfies Free

Description: Provides an in-depth analysis of the functions of police in contemporary society by placing modern policing in an historical, sociological and political context. Particular emphasis on conflicting role expectations of police in a democracy. Includes analysis of community policing, police discretion, police ethics and corruption, issues of police leadership and management, patrol requirements, professionalism and other related topics.

CRJ 201 Critical Incident Response

3 credits; 3 lecture hours

Proficiency Requirements: None

Prerequisites: None

Electives: Satisfies Free

Description: This course deals with the application of crisis theory, management of interpersonal conflict and use of effective techniques of crisis intervention in Criminal Justice. Specific crisis situations frequently encountered are considered including family disputes, rape, child abuse, domestic abuse, suicide, hostage situations and terrorism.

CRJ 202 Criminal Law

3 credits; 3 lecture hours

Proficiency Requirements: Basic Reading and Basic Writing

Prerequisites: CRJ102 Introduction to Criminal Justice or by permission of Program Coordinator

Electives: Satisfies Free

Description: This course provides an in-depth review of substantive criminal law in the federal and state systems including analysis of the essential elements of all major crimes, the concepts of constitutional review and judicial scrutiny and the principles governing legal challenges to the constitutionality of laws. Includes legal research and writing and analysis of case and statutory law.

CRJ 203 Security Concepts

3 credits; 3 lecture hours

Proficiency Requirements: None

Prerequisites: None

Electives: Satisfies Free

Description: Emphasis is placed on developing a systems approach to security analysis and implementation. The functions and resources of protective services are identified and analyzed. Consideration is given to all aspects of security planning and threat analysis.

CRJ 204 Criminal Investigation

3 credits; 2 lecture hours; 2 lab hours

Proficiency Requirements: Basic Reading and Basic Writing

Prerequisites: CRJ103 Modern Policing, CRJ202 Criminal Law or by permission of the Program Coordinator.

Electives: Satisfies Criminal Justice elective requirement, Free

Description: This course will introduce students to basic techniques of criminal investigation and the collection and preservation of evidence. Includes analysis of hair, fiber, fingerprint, footprint, blood and DNA evidence.

CRJ 210 Current Issues in Criminal Justice

3 credits; 3 lecture hours

Proficiency Requirements: Basic Reading and Basic Writing

Prerequisites: CRJ103 Modern Policing, CRJ102 Incarceration & Alternatives and CRJ202 Criminal Law or by permission of the Program Coordinator

Electives: Satisfies Criminal Justice elective requirement, Free

Description: This course provides the opportunity for students to explore significant and controversial topics in Criminal Justice and the Law and to engage in in-depth analysis of current events and important legal trends.

CRJ 250 Senior Seminar/Project

3 credits; 3 lecture hours

Proficiency Requirements: Basic Reading and Basic Writing

Prerequisite: Requires special permission of the Program Coordinator

Electives: Satisfies Free

Description: This course presents an opportunity for select students to focus upon special issues in Criminal Justice with a primary emphasis on completion of a major independent research project and topic paper analyzing an agency or significant concept/issue in Criminal Justice.

CRJ 291 Criminal Justice Internship

3 credits; 1 lecture hour; 8 practicum hours

Proficiency Requirements: Basic Reading and Basic Writing

Prerequisites: CRJ103 Modern Policing, CRJ102 Incarceration & Alternatives and CRJ202 Criminal Law or by permission of the Program Coordinator

Electives: Satisfies Free

Description: Planned program of observation and participation in selected Criminal Justice agencies. Students will select an agency provided by the internship coordinator and assist in activities deemed appropriate by the agency. Students are required to maintain an internship journal and to master practical writing and oral presentation requirements including resumes, cover letters, employment application forms, written reports appropriate for the agency to which they are assigned and interviewing techniques.

CTE – Computer Technology Electronics

CTE 101 Fundamentals of Digital Logic

3 credits; 3 lecture hours

Proficiency Requirements: Basic Reading, Basic Algebra I

Prerequisites: none

Corequisites: CTE101 Digital Design Lab

Electives: Satisfies Technology, Free

Description: The mechanics of automatic computation including number systems, digital codes, logic gates, Boolean algebra, Karnaugh map simplification, combinational logic, sequential logic, adders, counters, shift registers, etc. will be covered.

CTE 102 Digital Logic Lab

1 credit; 3 lab hours

Proficiency Requirements: Basic Reading, Basic Algebra I

Corequisites: CTE101 Fundamentals of Digital Logic or by permission of instructor

Electives: Satisfies Technology, Free

Description: Proper interconnection of TTL integrated circuits. Experiments in digital logic circuits using gates, flipflops, counters, etc. will be covered.

CTE 103 Digital Design Laboratory

1 credit; 3 lab hours

Proficiency Requirements: Basic Reading, Basic Algebra I

Corequisites: CTE101 Fundamentals of Digital Logic or by permission of instructor

Electives: Satisfies Technology, Free

Description: Students will perform experiments emphasizing the design, construction and troubleshooting of digital logic circuits in electrical and computer engineering.

CTE 111 Circuit Analysis I

4 credits; 3 lecture hours; 3 lab hours

Proficiency Requirements: Basic Reading, Basic Algebra I

Corequisites: MAT115 Math for Electronics or MAT130 College Algebra and Trigonometry or by permission of instructor

Electives: Satisfies Technology, Free

Description: Introduction to the analysis of electric circuits using DC sources. Applications of Kirchhoff's Voltage and Current Laws, Superposition, loop analysis, nodal analysis and Thevenin's Theorem will be covered.

CTE 112 Circuit Analysis II

4 credits; 3 lecture hours; 3 lab hours

Proficiency Requirements: College Reading, Basic Writing, Basic Algebra II

Prerequisites: CTE111 Circuit Analysis I

Electives: Satisfies Technology, Free

Description: Extension of the theorems developed in CTE111 Circuit Analysis I as they apply to circuits excited by sinusoidal sources. Energy considerations, storage of energy, RMS calculations, series resonance, parallel resonance and transformers will be covered.

CTE 120 Introduction to Medical Electronics & Clinical Safety

1 credit; 1 lecture hour

Proficiency Requirements: Basic Reading, Basic Writing, Basic Math

Prerequisites: none

Electives: Satisfies Technology, Free

Description: An overview of biomedical technology, clinical safety, principles of medical transducers and medical equipment applications will be covered. Safety standards prescribed by hospitals/clinics and medical offices will be discussed and observed.

CTE 121 Fundamentals of Medical Electronics

4 credits; 3 lecture hours; 3 lab hours

Proficiency Requirements: Basic Reading, Basic Writing, Basic Algebra I

Prerequisites: This course is not open to students who have completed CTE201 Electronics or by permission of instructor

Electives: Satisfies Technology, Free

Description: Basic electronics essential to understanding of medical electronics equipment will be covered. Included are transducers, diodes, semiconductors, amplifiers, operational amplifiers, differential amplifiers and instrumentation amplifiers.

CTE 122 Medical Electronics Systems Troubleshooting

3 credits; 2 lecture hours; 2 lab hours

Proficiency Requirements: College Reading, Basic Writing, Basic Algebra II

Prerequisites: CTE120 Introduction to Medical Electronics & Clinical Safety, CTE121 Fundamentals of Medical Electronics or CTE201 Electronics I or by permission of instructor

Electives: Satisfies Technology, Free

Description: Hands-on laboratory training in troubleshooting techniques and repair approaches for common medical equipment used to monitor blood pressure, cardiac function, pulmonary function, EEG, etc. will be covered.

CTE 201 Electronics I

5 credits; 4 lecture hours; 3 lab hours

Proficiency Requirements: College Reading, Basic Writing, Basic Algebra II

Prerequisites: CTE111 Circuit Analysis I

Corequisites: CTE111 Circuit Analysis II or by permission of instructor

Electives: Satisfies Technology, Free

Description: An introductory course in semiconductor physics and semiconductor devices. Biasing and stability of devices and small signal models of same. Applications of semiconductors in rectifiers and amplifiers will be covered.

CTE 202 Electronics II

5 credits; 4 lecture hours; 3 lab hours

Proficiency Requirements: College Reading, Basic Writing, Basic Algebra II

Prerequisites: CTE201 Electronics I or by permission of instructor

Electives: Satisfies Technology, Free

Description: Analysis of the behavior of multistage amplifiers, power amplifiers, tuned circuit amplifiers, feedback amplifiers and oscillators. Integrated circuits, including differential and operational amplifiers and voltage regulators will be covered.

CTE 210 Microcomputers

4 credits; 3 lecture hours; 3 lab hours

Proficiency Requirements: College Reading, Basic Writing, Basic Algebra II

Prerequisites: CTE101 Fundamentals of Digital Logic or by permission of instructor

Electives: Satisfies Technology, Free

Description: Introduction to microprocessors including basics of the CPU, timing and addressing. Instruction sets, assembly language programming, memory, input/output techniques and interfacing will be covered.

CTE 211 Introduction to Photonics

4 credits; 4 lecture hours

Proficiency Requirements: College Reading, Basic Writing, Basic Algebra II

Prerequisites: MAT115 Math for Electronics or MAT130 College Algebra and Trigonometry or by permission of instructor

Electives: Satisfies Technology, Free

Course Description: A qualitative and quantitative introduction to photonics that includes the nature of light, geometric optics, Snell's Law, wave optics, polarization, light sources, light detectors and fiber optic cables.

CTE 220 Digital Electronics

4 credits; 3 lecture hours; 3 lab hours

Proficiency Requirements: College Reading, Basic Writing, Basic Algebra II

Prerequisites: CTE101 Fundamentals of Digital Logic and CTE102 Digital Logic Lab or by permission of instructor

Electives: Satisfies Technology, Free

Description: This course serves as a study of traditional logic design as well as newer techniques utilizing MSI and LSI. Both combinational logic and sequential logic, including registers and counters will be covered. Also included is an introduction to memory and programmed logic.

CTE 221 Electronic Communication Systems

4 credits; 3 lecture hours; 3 lab hours

Proficiency Requirements: College Reading, Basic Writing, Basic Algebra II

Prerequisites: CTE202 Electronics II and MAT140 Advanced Algebra & Trigonometry or by permission of instructor

Electives: Satisfies Technology, Free

Description: Types and characteristics of electronic systems such as amplitude modulation, frequency modulation and single-side-band will be covered. Also, receivers, transmitters and their system components including phase locked loops, tuned amplifiers, modulators and demodulators and an introduction to fiber optics.

CTE 222 Digital Communications

3 credits; 3 lecture hours

Proficiency Requirements: College Reading, Basic Writing, Basic Algebra II

Prerequisites: CTE202 Electronics II and MAT140 Advanced Algebra and Trigonometry or by permission of instructor

Electives: Satisfies Technology, Free

Description: This course is a study of digital communication techniques including modulation methods, modems and local area networks.

CTE 223 Wireless Communications

4 credits; 4 lecture hours

Proficiency Requirements: College Reading, Basic Writing, Basic Algebra II

Prerequisites: CTE221 Electronic Communication Systems or by permission of instructor

Electives: Satisfies Technology, Free

Description: An advanced electronic technology course covering the fundamentals of transmission lines, antennas, and their applications in cellular telephones and wireless computer networks.

CTE 241 Embedded Systems I

4 credits; 3 lecture hours; 2 lab hours

Prerequisites: CIS140 Introduction to Computer Science or CTE101 Fundamentals of Digital Logic and CTE102 Digital Logic Lab or by permission of instructor

Electives: Satisfies Technology, Free

Description: This course will provide students with the knowledge of why, where and how they would deploy an embedded system, utilizing industry standard microprocessors. The course covers the architectures of various PICs and microcontrollers, CPUs, registers, addressing modes, parallel and serial I/O. Laboratory work is hands-on based on real world applications.

CTE 242 Embedded Systems II

4 credits; 3 lecture hours; 2 lab hours

Prerequisites: CTE241 Embedded Systems I or by permission of instructor

Electives: Satisfies Technology, Free

Description: A continuation of CTE 241 Embedded Systems I, the course will include designing embedded systems emphasizing working with embedded operating systems, device drivers and system communication. The students will learn to tailor embedded operating systems for specific embedded applications, use simple communication protocols including device drivers to connect the microcontroller to a system and to design embedded systems. Laboratory projects will provide students with hands-on work to reflect real world applications.

CTN – Computer Technology & Hardware Networking

CTN 101 Personal Computer Maintenance & Repair

3 credits; 2 lecture hours; 2 lab hours

Proficiency Requirements: Basic Reading, Basic Writing, Basic Math

Prerequisites: none

Electives: Satisfies Technology, Computer, Free

Description: An introduction to personal computer hardware and operating system fundamentals. Learn to set up, operate and maintain a personal computer. Hardware topics include CPUs, motherboards, video, memory, hard drives, floppy drives, CD-ROM drives. Emphasis is on preventative maintenance and peripheral interfacing. Software topics include exploration of the DOS and Microsoft Windows operating systems.

CTN 102 Advanced PC Maintenance & Repair

3 credits; 2 lecture hours; 2 lab hours

Proficiency Requirements: Basic Reading, Basic Writing, Basic Algebra I

Prerequisites: CTN101 PC Maintenance and Repair or by permission of instructor

Electives: Satisfies Technology, Computer, Free

Description: A continuation of the topics covered in CTN101 PC Maintenance & Repair which will help students prepare for the CompTIA A+ Exams. Topics include diagnosing and troubleshooting PC hardware and operating systems. Hardware topics include: SCSI devices, printer components and portable PCs. Software topics include computer viruses, helpdesk support, troubleshooting peripheral driver problems, downloading drivers and current versions of Microsoft Windows operating systems. Also, a hands-on introduction to peer-to-peer computer networking concepts and network cabling will be covered.

CTN201 Computer Networks I

3 credits; 2 lecture hours; 2 lab hours

Proficiency Requirements: Basic Reading, Basic Writing, Basic Algebra I

Prerequisites: CTN101 PC Maintenance and Repair or by permission of instructor

Electives: Satisfies Technology, Computer, Free

Description: This course explores the fundamentals of Local Area Networking. Hardware topics include network interface cards, transmission media, topology, hubs, bridging and the Ethernet, Wireless Home Networking, and EIA/TIA design standards. Also, an introduction to the OSI Reference Model will be discussed. Software topics include hands-on exercises exploring fundamental file system and network resources utilizing the Microsoft Windows network operating system.

CTN 211 Networks Operating Systems I

4 credits; 3 lecture hours; 3 lab hours

Proficiency Requirements: College Reading, Basic Writing, Basic Algebra II

Prerequisites: CTN201 Computer Networks I or by permission of instructor

Electives: Satisfies Technology, Computer, Free

Description: This course is designed to explore the configuration and administration of the current versions of the Microsoft Windows and Novell NetWare network operating systems and their use in Local Area Networks. Topics include: creating users and groups, administering rights/permissions to network resources, login scripts, drive maps, profiles and designing resource distribution in a NDS or ADS networked environment. Real world network systems will be discussed and laboratory work will reflect real world applications.

CTN 212 Networks Operating Systems II

4 credits; 3 lecture hours; 3 lab hours

Proficiency Requirements: College Reading, Basic Writing, Basic Algebra II

Prerequisites: CTN202 Computer Networks II and CTN211 Network Operating Systems I or by permission of instructor

Electives: Satisfies Technology, Computer, Free

Description: This course is a continuation of CTN211 Network Operating Systems I. It is designed to explore advanced local area network and wide area network administration provided by current Microsoft Windows and Novell NetWare network operating systems. Topics and laboratory exercises include installation of the network operating systems and configuration of the following services: TCP/IP, Windows 2000 ADS, DNS, DHCP, FTP, HTTP, Novell NDS, NDPS, Z.E.N.works, etc. Laboratory exercises will be configured in a hands-on Client/Server approach.

CTN 222 Computer Networks II

4 credits; 3 lecture hours; 3 lab hours

Proficiency Requirements: College Reading, Basic Writing, Basic Algebra II

Prerequisites: CTN201 Computer Networks I or by permission of instructor

Elective: Satisfies Technology, Computer, Free

Description: This course will explore the seamless integration of Wide Area Network services and Local Area Network architecture. Topics include WAN data communications (TCP/IP, ADSL, Cable Modems, ISDN, T1/T3, Frame Relay and ATM), wireless networking, LAN hubs, switches, VLANs, routers, IP Addressing, IP Subnetting, NAT and firewalls. Also, an in-depth study of the OSI Reference Model, TCP/IP Model and TCP/IP Subprotocols, such as ICMP, ARP, FTP, DNS and DHCP will be covered.

CTN 223 Computer Networks III

4 credits; 3 lecture hours; 3 lab hours

Proficiency Requirements: College Reading, Basic Writing, Basic Algebra II

Prerequisites: CTN222 Computer Networks II or by permission of instructor

Electives: Satisfies Technology, Computer, Free

Description: This course is designed provide students with the necessary skills to administer, configure and manage Cisco Switches and Internal Routers. Emphasis is placed on IP Routing, Static, Dynamic and Configuration of RIP Routing, and Interior Gateway Routing Protocols. Additionally, this course covers Configuration and IOS Management Commands for Cisco Routers. Students will perform Router configurations, specifically Router Boot Sequences, configuration registers, flash memory, backups, and restoring Cisco Router configurations. In depth coverage of Switching Technologies, OSI Reference Model, TCP/IP, IP Subnetting and Virtual LANS (VLANS) will be provided. The course will prepare students for Cisco Exam CCNA Certification. Laboratory will provide students with hands-on work to reflect real world applications.

CTN 233 Linux System Administration

4 credits; 3 lecture hours; 3 lab hours

Proficiency Requirements: College Reading, Basic Writing, Basic Algebra II

Prerequisites: CTN211 Network Operating Systems I or CIS121 Introduction to Operating Systems and CTN222 Computer Networks II or by permission of instructor

Electives: Satisfies Technology, Computer, Free

Description: This course will provide in-depth technical instruction in the administration of the Linux network operating system. Course material is consistent with the topics covered on the CompTIA Linux+ Exam. Students will review server hardware concepts, install Linux, configure and manage network services. Services include, TCP/IP, FTP, Telnet, SSH, Apache, BIND, Sendmail, POP and GUI utilities. Laboratory exercises will be configured in a hands-on Client/Server approach.

CTN 234 Network Security Fundamentals

4 credits; 3 lecture hours; 3 lab hours

Proficiency Requirements: College Reading, Basic Writing, Basic Algebra II

Prerequisites: CTN212 Network Operating Systems II, CTN223 Computer Networks III, CTN233 Linux System Administration or by permission of instructor

Electives: Satisfies Technology, Computer, Free

Description: This course will provide in-depth technical instruction in computer network security. Course materials are consistent with the topics covered on the CompTIA Security+ Exam. Students will learn security for the following: TCP/IP services, Microsoft Windows IIS, wireless networking and network devices using Cisco PIX & Router Access Control Lists, Linux iptables and ipchains, security policies, and disaster recovery. Laboratory exercises will be configured in a hands-on Client/Server approach.

DAN – Dance

DAN 101 Dance Composition

3 credits; 3 lecture hours

Proficiency Requirements: None

Prerequisites: None

Electives: Satisfies Fine & Performing Arts/Foreign Language/Philosophy & Religion, Humanities, Liberal Arts, Free

Description: Dance Composition is designed to provide students with a broad perspective on movement, choreography and composition, through the study of dance history and various choreographic techniques. Students will have the opportunity to create and perform their individual works in a student performance to be given at the end of the semester.

DAN 102 Dance in Performance

3 credits; 3 lecture hours

Proficiency Requirements: None

Prerequisites: None

Electives: Satisfies Fine & Performing Arts/Foreign Language/Philosophy & Religion, Humanities, Liberal Arts, Free

Description: Dance in Performance will include a review of the basic techniques of Modern Dance, advance to more involved training in technique, movement and improvisation, and focus on the principles of dance production. Students will be introduced to production areas such as choreography, programming, costuming, lighting, public relations, audiovisual, special effects and budget, and they will participate in the final performance of the semester, Still Point, given for the community.

DAN 103 Fundamentals of Modern Dance

3 credits; 3 lecture hours

Proficiency Requirements: None

Prerequisites: None

Electives: Satisfies Fine & Performing Arts/Foreign Language/Philosophy & Religion, Humanities, Liberal Arts, Free

Description: Fundamentals of Modern Dance studies all aspects of modern dance including a basic introduction to Humphrey/Limon technique; a brief history of American

modern dance over the last century; a preliminary exploration of modern dance composition; an examination of basic music theory.

DAN 121 Ballet I

2 credits; 1 lecture hour; 2 lab hours

Proficiency Requirements: None

Prerequisites: None

Electives: Satisfies Fine & Performing Arts/Foreign Language/Philosophy & Religion, Humanities, Liberal Arts, Free

Description: Ballet I includes the basic skills of ballet technique. The combinations of movements from the classical ballet vocabulary will emphasize proper alignment, strength, speed, endurance, and flexibility. The course will also include an overview of the history of ballet.

DAN 122 Ballet II

2 credits; 1 lecture hour; 2 lab hours

Proficiency Requirements: None

Prerequisites: DAN121 Ballet

Electives: Satisfies Fine & Performing Arts/Foreign Language/Philosophy & Religion, Humanities, Liberal Arts, Free

Description: Ballet II will review basic ballet techniques and progress to refinement of technique through more advanced work. The combinations of movements from the classical ballet vocabulary will continue to emphasize proper alignment, strength, endurance, speed, and flexibility.

DAN 125 Ballet in Performance

3 credits; 2 lecture hour; 2 lab hours

Proficiency Requirements: None

Prerequisites: Ballet I or permission of the instructor

Electives: Satisfies Dance, Fine & Performing Arts; Liberal Arts

Description: Students in Ballet in performance will refine their ballet technique both in the classroom and on stage. Class time will be divided to include; full participation in intermediate ballet technique in order to improve alignment, strength, flexibility, endurance and expression; the study of classical and contemporary theories in choreography; and practical strategies to prepare for performance. Students will participate in a performance at the end of the semester and will prepare a portfolio to include: reflective journals, self/peer evaluation worksheets, videos of works in progress and instructor feedback.

DAN 131 Jazz I

2 credits; 1 lecture hour; 2 lab hours

Proficiency Requirements: None

Prerequisites: None

Electives: Satisfies Fine & Performing Arts/Foreign Language/Philosophy & Religion, Humanities, Liberal Arts, Free

Description: The focus of Jazz I will be on developing specialized technique through the barre and basic jazz movements, as well as providing basic instruction in a variety of jazz styles. The course will include a study of the history of jazz.

DAN 132 Jazz II

2 credits; 1 lecture hour; 2 lab hours

Proficiency Requirements: None

Prerequisites: DAN131 Jazz I or by permission of instructor

Electives: Satisfies Fine & Performing Arts/Foreign Language/Philosophy & Religion, Humanities, Liberal Arts, Free

Description: Jazz II includes intermediate jazz technique as well as jazz history. Students will learn proper vocabulary; proper execution of dance movements; study of body/endurance, and flexibility work. Students will also study the history of jazz through observing, describing, discussing and writing movement ideas.

DAN 141 Modern Dance I

2 credits; 1 lecture hour; 2 lab hours

Proficiency Requirements: None

Prerequisites: None

Electives: Satisfies Fine & Performing Arts/Foreign Language/Philosophy & Religion, Humanities, Liberal Arts, Free

Description: Modern Dance I is a study of the fundamentals of modern dance technique. Emphasis is on cultivating a sound basic technique as well as self-expression through movement. The beginnings of modern dance will be examined with emphasis on the four pioneers: St. Denis, Shawn, Graham, Humphrey, who continued the legacy of Duncan.

DAN 142 Modern Dance II

3 credits; 1 lecture hour; 2 lab hours

Proficiency Requirements: None

Prerequisites: DAN141 Modern Dance I or by permission of instructor

Electives: Satisfies Fine & Performing Arts/Foreign Language/Philosophy & Religion, Humanities, Liberal Arts, Free

Description: Utilizing basic dance skills from Modern Dance I, the student in Modern Dance II learns advanced techniques and skills to attain proficiency. While the emphasis is on sound technique, time is also reserved for creative activity. A study of the history of modern dance will continue with emphasis on dance figures following the era of the four pioneers.

DAN 201 Dance Repertory

3 credits; 2 lecture hours; 2 lab hours

Proficiency Requirements: None

Prerequisites: DAN102 Dance in Performance and by permission of instructor

Electives: Satisfies Fine & Performing Arts/Foreign Language/Philosophy & Religion, Humanities, Liberal Arts, Free

Description: Dance Repertory has a rehearsal format along with work on technique. This course will encompass traditional, modern, jazz and ballet repertoire and require participation in two performances.

DAN 202 Dance Repertory II

3 credits; 2 lecture hours; 2 lab hours

Proficiency Requirements: None

Prerequisites: DAN201 Dance Repertory **and** by permission of instructor

Electives: Satisfies Fine & Performing Arts/Foreign Language/Philosophy & Religion, Humanities, Liberal Arts, Free

Description: A rehearsal format along with advanced work on technique, this course will encompass modern and jazz repertoire and require participation in four performances. The course will also include a dance history component and a thesis paper on dance performance or dance history. Class time will be divided between advanced technique and dance history, and rehearsals to master more advanced choreography.

DAN 203 Dance Pedagogy I

3 credits; 3 lecture hours

Proficiency Requirements: None

Prerequisites: DAN202 Dance Repertory **and** by permission of instructor

Electives: Satisfies Fine & Performing Arts/Foreign Language/Philosophy & Religion, Humanities, Liberal Arts, Free

Description: Dance Pedagogy is a course for prospective teachers of dance or for those preparing for a second career. Topics of study will include dance theory, prevention of dance injuries, and teaching methods for a wide variety of levels. An additional minimum of 12 hours of teaching on or off campus, will be required.

DAN 204 Dance Pedagogy II

3 credits; 2 lecture hours; 4 practicum hours

Proficiency Requirements: None

Prerequisites: DAN203 Dance Pedagogy I **or** by permission of instructor

Electives: Satisfies Fine & Performing Arts/Foreign Language/Philosophy & Religion, Humanities, Liberal Arts, Free

Description: This course is a continuation of Dance Pedagogy I and will build on the teaching methods presented in Dance Pedagogy I. In this course students will focus on a particular age level and dance idiom of their choice by learning teaching methods suitable for their particular age group. They will use this information in a hands-on situation by selecting an off-campus site, such as a public school or dance studio, to apply and hone the skills learned on campus. CORI/SORI required for this course.

DAN 222 Dance Composition II

3 credits; 3 lecture hours

Proficiency Requirements: None

Prerequisites: DAN101 Dance Composition

Electives: Satisfies Fine & Performing Arts/Foreign Language/Philosophy & Religion, Humanities, Liberal Arts, Free

Description: Dance Composition II course builds on the choreographic techniques used in Dance Composition I. Students will be given more advanced experiences in improvisation and composition techniques and will experiment with various academically-based concepts such as myth, literature, and psychology.

DAS – Dental Assistant

DAS 101 Dental Assisting I

9 credits, 6 lecture hours, 9 lab hours

Proficiency Requirements: Basic Reading, Basic Writing

Prerequisites: Enrollment into the Dental Assistant Program or by permission of instructor

Electives: Satisfies General Studies Associate Degree, Free

Description: This course includes the fundamental principles and skills of the chairside dental assistant working in a general dentistry setting and introduces the dental assisting process in the areas of infection control, four handed dentistry, and restorative dental materials. The course provides an overview of the specialties of oral and maxillofacial surgery, endodontics and orthodontics and integrates the laboratory and classroom components to provide students with both theory and actual clinical experience.

DAS 111 Dental Radiology I

3 credits; 2 lecture hours; 3 lab hours

Proficiency Requirements: Basic Reading, Basic Writing

Prerequisites: Enrollment in the Dental Assistant Program or by permission of instructor

Electives: Satisfies General Studies Associate Degree, Free

Description: This course is designed to examine the theoretical aspects and biological effects of radiation production, radiation safety, infection control, darkroom processing, extra-oral projections and radiographic interpretation. The paralleling exposure technique will be emphasized, including digital radiography. Proficiency in radiographic technique will be accomplished on a manikin.

DAS 120 Dental Science

3 credits; 3 lecture hours

Proficiency Requirements: Basic Reading, Basic Writing

Prerequisites: Enrollment in the Dental Assistant Program or by permission of instructor

Electives: Satisfies General Studies Associate Degree, Free

Description: This course describes the development, form and function of the teeth and facial structures and diseases of the oral cavity by examining oral anatomy, histology, embryology, head and neck anatomy, pathology and pharmacology.

DAS 202 Dental Assisting II

4 credits; 2 lecture hours; 4 lab hours

Prerequisites: DAS101 with a grade of C or better or by permission of instructor

Electives: Satisfies General Studies Associate Degree, Free

Description: This course examines the fundamental principles and chairside skills in the areas of nutritional counseling, preventive plaque control, periodontics, prosthodontics and pediatric dentistry as well as techniques to manage medical and dental emergencies.

DAS 212 Dental Radiology II

1 credit; 4 lab hours for 8 weeks

Prerequisites: DAS111 with a grade of C or better or by permission of instructor

Electives: Satisfies General Studies Associate Degree, Free

Description: This course is a continuation of Dental Radiology I. The bisecting angle technique of exposing dental films will be introduced. Students will become proficient in radiographic technique while working with patients.

DAS 250 Dental Seminar

1 credit; 1 lecture hour

Prerequisites: DAS101, DAS111, DAS120 with a grade of C or better or by permission of instructor

Electives: Satisfies General Studies Associate Degree, Free

Description: This course provides the student with an opportunity to analyze dental assisting procedures, patient care in the dental office, and to hear scheduled guest lecturers from the dental community.

DAS 290 Dental Assisting Practicum

5 credits; 20 practicum hours

Prerequisites: DAS101, DAS111, DAS120 or by permission of instructor

Electives: Satisfies General Studies Associate Degree, Free

Description: This course requires a minimum of 300 hours of clinical experience in various dental offices where the student will perform chairside dental assisting skills under the supervision of the dentists and their staff. Students will be assigned to dental offices on a rotational basis with emphasis on general dentistry. Liaison between the students and the dentists is maintained by the Coordinator of the Dental Assistant Program.

DHH – English Structure for Deaf & Hard of Hearing

DHH 1016 English Structure for Deaf & Hard of Hearing

0 credits; 6 lecture hours

Proficiency Requirements: None

Prerequisites: Assessment test or by permission of instructor

Electives: Satisfies None

Description: This course, which is one of the courses in the English Language Cluster for the Deaf and Hard of Hearing, is designed to help students develop competency in using proper grammatical structure in their writing. The course focuses on reviewing grammatical structures, introducing new ones and practicing them in writing.

DHH 1017 Reading for Deaf & Hard of Hearing

0 credits; 6 lecture hours

Proficiency Requirements: None

Prerequisites: Assessment test or by permission of instructor

Electives: Satisfies None

Description: This course, which is one of the cluster courses in the English Language Cluster for the Deaf and Hard of Hearing students, is designed to develop reading skills necessary for success in college. This will be accomplished through intensive vocabulary study and will progress from literal understanding of what is read to higher levels of comprehension that are inference and critical reading.

DHH 1018 Writing for Deaf & Hard of Hearing

0 credits; 4 lecture hours; 2 lab hours

Proficiency Requirements: None

Prerequisites: Assessment test or by permission of instructor

Electives: Satisfies None

Description: This course, which is one of the cluster courses in the English Language Cluster for the Deaf and Hard of Hearing Students, is designed to develop writing skills necessary for success in college. This course focuses on the writing process, and teaches techniques used in sentence formation and writing topic sentences, paragraphs and meaningful thesis statements in persuasive, well-organized essays.

DST – Deaf Studies

DST 101 Introduction to the Deaf Community

3 credits; 3 lecture hours

Proficiency Requirements: College Reading, Basic Writing, Basic Math

Electives: Satisfies Humanities, Liberal Arts, Free

Description: Introductory course examining various aspects of the Deaf community. Provides an overview of American Sign Language and the culture it reflects, various professions within the field of deafness, educational approaches/controversies, current events, the hearing mechanism and audiological assessment as related to the Deaf community.

DST 102 Introduction to the Interpreting Field

4 credits; 4 lecture hours

Proficiency Requirements: College Reading, Basic Writing, Basic Math

Prerequisites: ASL111 and DST101 with a C or better.

Corequisite: ASL102 or by permission of instructor or Program Coordinator

Electives: Satisfies Free

Description: Provides general information about the field of interpreting, cross-cultural issues related to bilingual and bicultural mediation, and the role of the professional interpreter. Ethical standards as defined by the national Registry of Interpreters for the Deaf will be reviewed. Additionally, basic elements of the interpreting process will be introduced.

DST 191 Introduction to Practicum I

2 credits; 1 lecture hour; 5 practicum hours

Proficiency Requirements: College Reading, Basic Writing, Basic Math

Prerequisites: ASL102 with a B or better

Corequisites: ASL111 or ASL112 and permission of Coordinator

Elective: Satisfies Free

Description: This course gives students practical experience by placement in various settings in the Deaf Community. Students will develop both receptive and expressive skills as well as their knowledge of Deaf Culture through first hand interaction and exposure. CORI/SORI required for this course.

DST 201 Consecutive Interpreting

5 credits; 4 lecture hours; 2 lab hours

Proficiency Requirements: College Reading Basic Writing, Basic Math

Prerequisites: DST102, DST191 and ASL112 with a grade of C or better.

Corequisites: ASL210 and permission of coordinator

Electives: Satisfies Free

Description: This course focuses on developing an understanding of process models and a broad base of competence in the analysis and consecutive production of equivalent messages. Students will work with rehearsed texts of short duration; skill practice includes monologues, dialogues, and frozen text.

DST 202 Simultaneous Interpreting

5 credits; 4 lecture hours; 2 lab hours

Proficiency Requirements: College Reading, Basic Writing, Basic Math

Prerequisites: DST201, DST291 and ASL201 with a grade of C or better.

Corequisites: ASL202 and permission of coordinator

Electives: Satisfies Free

Description: This course focuses on developing competence in the interpreting/transliterating process. Students will learn to simultaneously produce equivalent messages with rehearsed and unrehearsed texts. Additional emphasis will be placed on ethical and professional considerations of interpreting.

DST 291 Interpreting Practicum I

3 credits; 1 lecture hour; 10 practicum hours

Prerequisites: DST191 with a C or better

Corequisites: ASL201, DST201 and permission of coordinator

Electives: Satisfies Free

Description: Students will be paired with a working interpreter, allowing students to put theory into practice by providing opportunities for observation in a variety of settings. CORI/SORI required for this course.

DST 292 Interpreting Practicum II

3 credits; 1 lecture hour ; 10 practicum hours

Proficiency Requirements: College Reading, Basic Writing, Basic Math

Prerequisites: DST291, ASL201 with a C or better

Corequisites: DST202, ASL202 and permission of Coordinator

Electives: Satisfies Free

Description: This course provides advanced students with an opportunity to observe and function in actual interpreting situations with professional support and advice. Students will be supervised by working interpreters. CORI/SORI required for this course.

ECE – Early Childhood Education

ECE 100 Exploring Early Childhood Education

3 credits; 3 lecture hours

Proficiency Requirements: Basic Reading, Basic Writing

Prerequisites: None

Electives: Satisfies Free

Description: This course provides the student with a preliminary introduction to the field of early childhood education. Students will examine the different types of early childhood programs that exist today and the various professional opportunities that are available. The course will give a basic overview of child development from birth through age seven, introduce age-appropriate activity planning and material selection, and present diversity issues related to working with families and young children in an educational setting.

ECE 101 Introduction to Early Childhood Education

3 credits; 3 lecture hours

Proficiency Requirements: College Reading, Basic Writing

Prerequisites: None

Electives: Satisfies Free

Description: This course will examine the historical development of early childhood education programs and services, present prototypes and criteria for evaluating a program for young children. Students also will be introduced to curriculum planning and state and national standards for early childhood education programs.

ECE 103 Enhancing Creativity in Early Childhood Curriculum

3 credits; 3 lecture hours

Proficiency Requirements: Basic Reading, Basic Writing

Prerequisites: Enrollment in the program or by permission of instructor

Electives: Satisfies Free

Description: This course is designed to aid the teacher of young children in planning developmentally appropriate art activities in the early childhood curriculum. The course is structured so that students work both individually and in groups in order to explore curriculum concepts. Emphasis is placed on spontaneity, flexibility and invention in order to develop materials and activities appropriate to the age, developmental level and special needs of the young child.

ECE 111 Preschool Curriculum

3 credits; 3 lecture hours

Proficiency Requirements: None

Prerequisites: None

Electives: Satisfies Free

Description: This course is designed to aid the teacher of young children in planning a developmentally appropriate curriculum with an integrated teaching approach for the early childhood classroom. Students will focus on enhancing learning in an environment that addresses the development of the whole child and respects individual differences.

ECE 112 Planning Programs & Environments for Young Children

3 credits; 3 lecture hours

Proficiency Requirements: Basic Reading, Basic Writing

Prerequisites: None

Electives: Satisfies Free

Description: This course examines the environments and programs planned for young children and helps students to develop the skills necessary to create environments which promote growth and provide for the needs of young children. Goals of the program, interest centers and the development of positive management techniques for working with children both individually and in groups are stressed.

ECE 113 Learning Environments for Infants & Toddlers

3 credits; 3 lecture hours

Proficiency Requirements: None

Electives: Satisfies Free

Description: The focus of this course is on the unique requirements of caring for infants and toddlers in group settings. Students will examine the criteria as advocated by the National Association for the Education of Young Children. Course content explores quality care for this age groups, outlines growth and development for infants and toddlers, and helps participants develop concrete curriculum activities. Other topics addressed are appropriate equipment, safety issues, observation techniques and behavior management approaches.

ECE 181 Early Childhood Education Field Placement I

1 credit; 4 practicum hours

Proficiency Requirements: College Reading, Basic Writing

Prerequisites: Students accepted and enrolled in ECE Program or by permission of Program Coordinator

Corequisite: ECE 101 or by permission of instructor

Electives: Satisfies Free

Description: Students will be assigned to an early childhood classroom for 4 hours/week to observe and record defined areas of child behavior. Students will prepare written reports based on observations in varied educational settings scheduled by the program coordinator. This course will be required for all pre-service students taking ECE 101 Introduction to Early Childhood.

ECE 182 Early Childhood Education Field Placement II

1 credit; 4 practicum hours

Proficiency Requirements: College Reading, Basic Writing

Prerequisites: ECE101, ECE 103 or ECE111, ECE 181

Corequisites: PSY203 or PSY103 or by permission of instructor

Electives: Satisfies Free

Description: Students will be assigned to an early childhood classroom for 4 hours/week to gain teaching experience under the guidance and supervision of the classroom teacher. Students will plan and implement lesson plans & learning activities assigned in the ECE curriculum courses taken simultaneously: ECE 201 Language & Reading Development in Early Childhood, ECE 203 Math & Science in Early Childhood Curriculum.

ECE 201 Language & Reading Development in Early Childhood

3 credits; 3 lecture hours

Proficiency Requirements: College Reading, Basic Writing

Prerequisites: Enrollment in the program or by permission of instructor

Electives: Satisfies Free

Description: This course offers an imaginative and creative approach to teaching readiness skills through literature in the context of the developing child. The development and behavioral characteristics of children and their related impact on literacy will be explored. Through exposure to a wide range of children's literature (picture books, storytelling, folk tales, puppetry, drama, reading aloud), extensive study of the stages of language development, emerging literacy, and the exploration of the varied approaches to the reading process (whole language, phonics, word recognition), students will demonstrate the competency to develop lesson plans and strategies for teaching reading.

ECE 202 Expressive Learning Activities in Early Childhood Curriculum

3 credits; 3 lecture hours

Proficiency Requirements: College Reading, Basic Writing

Prerequisites: Enrollment in the program or by permission of instructor

Electives: Satisfies Free

Description: This course explores the role of creative expression as a learning tool in the social, emotional and cognitive development of the young child. Students will gain an understanding of how to plan and implement activities that integrate the arts of music, movement, poetry, and dramatic play into the early childhood curriculum. A variety of materials and resources will be explored to reflect a multicultural teaching approach and diversity of young learners in a classroom.

ECE 203 Math/Science for Early Childhood Curriculum

3 credits; 3 lecture hours

Proficiency Requirements: College Reading, Basic Writing

Prerequisites: Enrollment in the program or by permission of instructor

Electives: Satisfies Free

Description: This course is designed to introduce the content and methods of teaching math and science in early childhood. Students will develop skills in planning and presenting curriculum in these content areas. Emphasis will be placed on establishing a learning environment which encourages problem solving and the mastery of basic skills through concrete activities and manipulative materials. Students will also explore an integrated approach to curriculum by connecting math and science concepts to other areas of knowledge.

ECE 211 Child Care Administration

3 credits; 3 lecture hours

Proficiency Requirements: College Reading, Basic Writing

Prerequisites: Students must meet OCCS Lead Teacher or Director Qualifications for this course or by permission of instructor

Electives: Satisfies Free

Description: This course is designed for the director or lead teacher who needs to enhance their administrative skills. Course content will include information related to the responsibilities of the childcare director, leadership styles, financial management, personnel management, licensing regulations and a study of both state and national day care legislation. Particular attention will be focused on the role of the administrator in developing and implementing both evaluation and staff development strategies for child care staff, which serve to strengthen performance as well as administrative/staff relations.

ECE 250 Seminar in Philosophy of Early Childhood Education

3 credits; 3 lecture hours

Proficiency Requirements: College Reading, Basic Writing

Prerequisites: ENG101, ECE101, ECE201, ECE202, ECE203, ECE271, or ECE281 or by permission of instructor

Corequisites: ECE272 OR ECE282

Electives: Satisfies Free

Description: Students are given the opportunity to summarize and analyze their understanding of the theories and practices in early childhood education in developing a teaching philosophy. The role of the professional in this field is explained through informal lecture/discussion format with community guest lecturers. Participating students will also complete an independent research project.

ECE 271 Early Childhood Education Practicum I

4 credits; 1 lecture hour; 12 practicum hours/week

Proficiency Requirements: College Reading, Basic Writing

Prerequisites: Enrollment in the ECE Program, ENG101, ECE101 & PSY203 or by permission of instructor

Electives: Satisfies Free

Description: The student will be actively involved in the varied activities which constitute the curriculum of early childhood education classrooms and educational programs. Under the supervision of a cooperating teacher, the student will become more familiar with the role and responsibilities of the professional in early childhood education settings.

ECE 272 Early Childhood Practicum II

4 credits; 1 lecture hour; 12 practicum hours/week

Proficiency Requirements: College Reading, Basic Writing

Prerequisites: Enrollment in the ECE Program, ECE 271

Corequisites: ECE250 or by permission of instructor

Electives: Satisfies Free

Description: Students will increase their involvement in an early childhood classroom under the guidance of the assigned supervising teacher. Students will be responsible for planning and implementing developmentally appropriate curriculum.

ECE 281 Work Experience Practicum I

4 credits; 1 lecture hour; 12 practicum hours/week

Proficiency Requirements: College Reading, Basic Writing

Prerequisites: Enrollment in the ECE Program, ENG101, ECE101, PSY203 or PSY103 or by permission of instructor

Electives: Satisfies Free

Description: This course is designed to provide an opportunity for currently employed OCCS (Office for Child Care Services) certified teachers and/or Lead Teachers to receive college credit for their experience. Students will successfully demonstrate proficiency in professional teaching competencies. The class hour seminar format will focus on enhancing the student's role as a professional teacher in their current worksite, through the use of class discussions based on assigned readings, current topics in early childhood education, on-site observations and journal assignments.

ECE 282 Work Experience Practicum II

4 credits; 16 practicum hours/week

Proficiency Requirements: College Reading, Basic Writing

Prerequisites: ECE281

Corequisites: ECE250 or by permission of instructor

Electives: Satisfies Free

Description: Students will identify a specific goal and a change of role in their current setting of employment in an OCCS licensed program for young children. Working with the onsite supervising teacher, they will achieve the objectives defined by demonstrating professional growth in teaching competencies.

ECO – Economics

ECO 101 Survey of Economics

3 credits; 3 lecture hours

Proficiency Requirements: Basic Reading, Basic Writing, Basic Algebra

Prerequisites: None

Electives: Satisfies Business, Liberal Arts, Free

Description: A non-technical survey of current economic problems, background of economic concepts and terminology. Some focus on comparative economic systems. Not recommended for transfer students.

ECO 201 Micro Economics

3 credits; 3 lecture hours

Proficiency Requirements: College Reading, Basic Writing, Basic Algebra

Prerequisites: None

Electives: Satisfies Business, Liberal Arts, Free

Description: Introduction to microeconomics. This semester centers upon the functioning of individual markets and their effectiveness for resource allocation. Includes price and production theory, the distribution of income, and the theory of household behavior.

ECO 202 Macro Economics

3 credits; 3 lecture hours

Proficiency Requirements: College Reading, Basic Writing, Basic Algebra

Prerequisites: None

Electives: Satisfies Business, Liberal Arts, Free

Description: Introduction to macro economic analysis and policy. Examination of the foundation and nature of economic principles as they apply to national output, money and banking and monetary and fiscal policy. Course also focuses on problems of employment, inflation and economic growth as illuminated by modern national income analysis.

EDU – Elementary Education

EDU 101 Introduction to Teaching

3 credits; 3 lecture hours

Proficiency Requirements: College Reading, Basic Writing

Prerequisites: None

Electives: Satisfies Free

Description: This course is designed for students who want to explore possibilities in education, particularly teaching, as a career. The historical, philosophical, social and methodological aspects of learning and teaching are unifying themes throughout this course. Students will be introduced to national and state curriculum frameworks. Students will be exposed to a diversity of educational settings and develop an understanding of the connections between the different sectors of education. Field experiences are a requirement of this course.

EDU 102 Introduction to Special Education

3 credits; 3 lecture hours

Proficiency Requirements: College Reading and English Composition I

Prerequisites: ENG101 English Comp I & EDU101 Intro to Teaching and enrollment in the Elementary Education or by permission of instructor

Electives: Satisfies Free

Description: This course is designed to explore the nature and needs of special education students. Topics include: identification of various disabilities, importance of confidentiality, understanding the Individual Education Plan (IEP), inclusion, instructional modifications and adaptations for successful learning, and strategies for effective communication and team participation. Field experiences are a requirement of this course.

EDU 202 Language & Literacy in Education

3 credits; 3 lecture hours

Proficiency Requirements: College Reading and English Composition I

Prerequisites: ENG101 English Comp I & EDU101 Intro to Teaching and enrollment in the Elementary Education Program or by permission of instructor

Electives: Satisfies Free

Description: This course emphasizes the concepts and processes that shape literacy. Areas of study include linguistic and cognitive development in children, and an understanding of the reading process. Topics include: language development, emerging literacy, second language learning issues, and the reading and writing process, with a focus on elements and genres of children's literature. Field experiences are a requirement of this course. Students may not receive credit for both EDU202 Language and Literacy in Education and ECE201 Language and Reading Development in Early Childhood.

EDU 203 Diversity and Multiculturalism in Education

3 credits; 3 lecture hours

Proficiency Requirements: College Reading and English Composition I

Prerequisites: ENG101 English Comp I & EDU101 Intro to Teaching and enrollment in the Elementary Education Program or by permission of instructor

Electives: Satisfies Free

Description: This course provides a basic understanding of culture, diversity and multiculturalism, and their effect on schools and the broader sociopolitical context. Topics will address attitudes towards diversity, cross-cultural understanding and intercultural communication. Students will examine cultural differences and similarities in order to understand how one's ingrained cultural beliefs and customs impact perception and worldviews. Basic principles, pedagogy and issues that define multicultural education will be discussed. Field experiences are a requirement of this course.

EMT – Emergency Medical Technician

EMT101 Emergency Medical Technician

7 credits; 3.5 lecture hours; 7 lab hours; 1.5 practicum hours

Proficiency Requirements: Basic Reading and Basic Writing

Prerequisites: None

Corequisites: Cardiopulmonary Resuscitation, American Heart Association Healthcare Provider Level OR American Red Cross Professional Rescuer

Electives: Satisfies Free

Description: Meets DOT 1994 and MDPH/OEMS 1998 curriculum requirements. Successful course completion qualifies the individual for the Massachusetts Emergency Medical Technician (Basic) Certification Examination. Areas covered include: airway management and oxygen therapy; wound care and fracture management; injuries to the head, neck, and spine; shock; pharmacology and aerosolized medications; cardiac arrest management (including use of defibrillators); medical emergencies; emergency childbirth; auto extrication. State Exam and Certification fees are not included in tuition.

ENG – English

ENG 101 English Composition I

3 credits; 3 lecture hours

Proficiency Requirements: Basic Reading, Basic Writing

Prerequisites: Students entering English Composition I will be required to complete a writing sample which will be evaluated by a departmental committee. Students will be placed in either Composition I or a preparatory program more appropriate to their needs.

Electives: Satisfies None

Description: A required course to develop clear, effective writing. Students will demonstrate their competence through a variety of writing assignments including essays and a research paper.

ENG 102 English Composition II

3 credits; 3 lecture hours

Proficiency Requirements: Basic Reading, Basic Writing

Prerequisites: ENG101 English Composition I with a grade of C- or better

Electives: Satisfies None

Description: A required course which is a continuation of English Composition I with emphasis on longer analytic and argumentative papers and style. Readings and materials, which will vary from section to section, will be employed as the basis for a range of essays such as reports, evaluations, literary criticism, reviews, film criticism and research papers.

ENG 103 Technical Writing

3 credits; 3 lecture hours

Proficiency Requirements: Basic Reading, Basic Writing

Prerequisites: ENG101 English Composition I

Electives: Satisfies Humanities, Liberal Arts, Free

Description: Providing exposure to and practice in various types of technical writing, this course gives students practice in preparing technical definitions, descriptions, user instructions, proposals, written and oral reports. Whenever possible students will be expected to integrate their technical knowledge with writing projects.

ENG 111 Creative Writing

3 credits; 3 lecture hours

Proficiency Requirements: Basic Reading, Basic Writing

Prerequisites: None

Electives: Satisfies Liberal Arts, Humanities, Free

Description: In this introductory course for students who wish to write poems, narratives, plays, or film scripts, student writing will be discussed with attention to the possibilities of revision and professional writing will be presented for examination of technique and critical theory.

ENG 113 Creative Non-fiction

3 credits; 3 lecture hours

Proficiency Requirements: Basic Reading, Basic Writing

Prerequisites: ENG102 English Composition or by permission of instructor

Electives: Satisfies Humanities, Liberal Arts, Free

Description: In this seminar, students seriously interested in writing will examine types of both non-fiction and fiction as guides in the development of writing style. Students will work on longer writing projects of their own design.

ENG 115 Creative Writing: Fiction

3 credits; 3 lecture hours

Proficiency Requirements: Basic Reading, Basic Writing

Prerequisites: None

Electives: Satisfies Humanities, Liberal Arts, Free

Description: This course is a workshop focusing on the craft of writing fiction. Emphasis will be on the process of creating a work of fiction from inception to final draft, on analyzing techniques of published writers, and on providing constructive feedback to fellow writers.

ENG 116 Creative Writing: Poetry

3 credits; 3 lecture hours

Proficiency Requirements: Basic Reading, Basic Writing

Prerequisites: None

Electives: Satisfies Humanities, Liberal Arts, Free

Description: This course is a workshop focusing on the art of writing poetry. Emphasis will be on the process of creating a poem from inception to final draft, on analyzing techniques of published writers, and on providing constructive feedback to fellow writers.

ENG 117 Screenwriting

3 credits; 3 lecture hours

Proficiency Requirements: Basic Reading, Basic Writing

Prerequisites: None

Electives: Satisfies Humanities, Liberal Arts, Free

Description: This course is a workshop focusing on the fundamentals of writing scripts for film and television. Emphasis will be on generating ideas, adapting the principles of dramatic action to visual media, script formatting, the realities of production processes, and marketing procedures.

ERS – Earth Science

ERS 110 Earth Science

3 credits; 3 lecture hours

Proficiency Requirements: College Reading

Prerequisites: None

Electives: Satisfies Free, Liberal Arts, Science

Description: A survey of the earth sciences, this course will examine various earth systems and processes including the earth as a planet, the atmosphere and weather, the oceans, the solid earth and its minerals, and such processes as volcanism, weathering, glaciation, erosion and tectonics. This course should not be taken by students who have had Physical Geology or Meteorology.

ERS 120 Energy, Environment and Our Future

3 credits; 3 lecture hours

Proficiency Requirements: College Reading

Prerequisites: None

Electives: Satisfies Free, Liberal Arts, Science

Description: Human population and associated energy demands have increased in the last century. This course examines the impact of this development from the points of view of food, technology and urbanization. The study of the progressive deterioration of human balance with the rest of nature suggests that psychological attitudes have to change. This course questions whether the prevailing attitudes and ever increasing energy demands and pollution can continue without destroying the delicate ecological balance that has taken so long to evolve.

ERS 130 Meteorology

4 credits; 3 lecture hours; 2 lab hours

Proficiency Requirements: College Reading

Prerequisites: None

Electives: Satisfies Free, Liberal Arts, Science

Description: A basic study of the elements which constitute weather: temperature, pressure, winds, humidity and precipitation. Further study includes weather data analysis and forecasting, and the relationships between weather and climate.

ERS 140 Physical Geology

4 credits; 3 lecture hours; 2 lab hours

Proficiency Requirements: College Reading

Prerequisites: None

Electives: This course satisfies Free, Liberal Arts, Science

Description: An introduction to landforms and the processes of their formation, this course covers erosion by wind, water, ice, beaches and wave action. Further study is accomplished through the use of topographic maps. Additional topics include descriptions of basic rocks and minerals, volcanism, mountain building and crustal movement.

ESL – English as a Second Language

PLEASE NOTE: Courses ESL011 through ESL044 are developmental and DO NOT carry graduation credit. They are NOT usually transferable. Since these courses are mandated, students who do not meet the exit criteria of each course will be required to repeat the course(s).

ESL 011 Core English 1

8 credits; 8 lecture hours

Proficiency Requirements: None

Prerequisites: ESL Placement Test or by permission of instructor

Electives: Satisfies None

Description: This course is the first-level structure course for non-native speakers of English. It includes introduction of the basic sentence structure of American English; parts of speech; time and *because* clauses; basic verbs in the simple present, present progressive, simple past, past progressive and simple future tenses; basic nouns and pronouns; basic modals and coordinating conjunctions; and comparative and superlative forms of adjectives.

ESL 012 Core English 2

8 credits; 8 lecture hours

Proficiency Requirements: None

Prerequisites: ESL Placement Test or ESL 011 Core English 1 or by permission of instructor

Electives: Satisfies None

Description: This course is the second-level structure course for non-native speakers of English. It reviews and integrates level 1 objectives as well as the introduction of complex verb tenses; passive voice; and the comparative and superlative forms of adverbs.

ESL 013 Core English 3

8 credits; 8 lecture hours

Proficiency Requirements: None

Prerequisites: ESL Placement Test or ESL012 Core English 2 or by permission of instructor

Electives: Satisfies None

Description: This is the third-level structure course for non-native speakers of English. It includes the integration of major English tenses previously studied in Core English 1 and 2 and introduction of the remaining verb tenses and complex modals.

ESL 014 Core English 4

8 credits; 8 lecture hours

Proficiency Requirements: None

Prerequisites: ESL Placement Test or ESL 013 Core English 3 or by permission of instructor

Electives: Satisfies None

Description: This course is the fourth-level structure course for non-native speakers of English. It includes the introduction to adjective, adverb, and noun clause structures and integration of core academic vocabulary into complex sentences.

ESL 021 ESL Reading 1

4 credits; 4 lecture hours; 1 lab hour

Proficiency Requirements: None

Prerequisites: ESL Placement Test or by permission of instructor

Electives: Satisfies None

Description: This course is the first-level reading course for non-native speakers of English. It includes the development of basic vocabulary and relevant word groupings, introduction of reading skills, the use of bilingual dictionaries, and the analysis of texts — recognizing sentence, clause and discourse structures and how these affect meaning.

ESL 022 ESL Reading 2

4 credits; 4 lecture hours; 1 lab hour

Proficiency Requirements: None

Prerequisites: ESL Placement Test or ESL 021 ESL Reading 1 or by permission of instructor

Electives: Satisfies None

Description: This course is the second-level reading course for non-native speakers of English. It includes the further development of vocabulary, introduction to word families and further study of parts of speech, development of the use of bilingual dictionaries and an understanding of their limitations, further development of recognizing paraphrases, and the expansion of level 1 reading skills to include identifying topic, main idea and supporting details.

ESL 023 ESL Reading 3

4 credits; 4 lecture hours; 1 lab hour

Proficiency Requirements: None

Prerequisites: ESL Placement Test or ESL022 ESL Reading 2 or by permission of instructor

Electives: Satisfies None

Description: This course is the third-level reading course for non-native speakers of English. It includes the further development of vocabulary with an emphasis on academic vocabulary, the expansion of reading skills to include skimming, outlining of ideas in writing and in short summaries, introduction to recognizing patterns of organization, introduction of the use of English/English dictionaries, analysis of text, and the use of conjunctions to create relationships between ideas.

ESL024 ESL Reading 4

4 credits; 4 lecture hours; 1 lab hour

Proficiency Requirements: None

Prerequisites: ESL Placement Test or ESL023 ESL Reading 3 or by permission of instructor

Electives: Satisfies None

Description: This course is the fourth-level reading course for non-native speakers of English. It includes the further development of academic vocabulary, mastery of and introduction to additional reading skills, development of the understanding of English clause structure and connectors encountered in academic types of reading, mastery of dictionary skills, and the development of reading fluency.

ESL 031 ESL Listening/Speaking 1

3 credits; 3 lecture hours; 1 lab hour

Proficiency Requirements: None

Prerequisites: ESL Placement Test or by permission of instructor

Electives: Satisfies None

Description: This course is the first-level listening/speaking course for non-native speakers of English. It includes the mastery of level 1 grammar structures in aural/oral communication, development of fundamental listening and speaking skills focusing on pronunciation, intonation, logical grouping of vocabulary items in phrases and the development of life skills vocabulary.

ESL 032 ESL Listening/Speaking 2

3 credits; 3 lecture hours; 1 lab hour

Proficiency Requirements: None

Prerequisites: ESL Placement Test or ESL031 ESL Listening/Speaking 1 or by permission of instructor

Electives: Satisfies None

Description: This course is the second-level listening/speaking course for non-native speakers of English. It includes mastery of level 1 and 2 grammar structures in aural/oral communication; continued development of accuracy and fluency in listening and speaking skills — including pronunciation, intonation, correct grouping of vocabulary items in phrases; and the further development of life skills vocabulary.

ESL 033 ESL Listening/Speaking 3

3 credits; 3 lecture hours; 1 lab hour

Proficiency Requirements: None

Prerequisites: ESL Placement Test or ESL032 ESL Listening/Speaking 2 or by permission of instructor

Electives: Satisfies None

Description: This course is the third-level listening/speaking course for non-native speakers of English. It includes mastery of level 1, 2 and 3 grammar structures in aural/oral communication; continued development of accuracy and fluency in aural/oral skills — including pronunciation, intonation, correct grouping of vocabulary items in phrases; an introduction to academic vocabulary development; and an introduction to simple forms of gerunds and infinitives.

ESL 034 ESL Listening/Speaking 4

3 credits; 3 lecture hours; 1 lab hour

Proficiency Requirements: None

Prerequisites: ESL Placement or ESL033 ESL Listening/Speaking 3 or by permission of instructor

Electives: Satisfies None

Description: This course is the fourth-level listening/speaking course for non-native speakers of English. It includes mastery of level 1, 2, and 3 grammar structures in aural/oral communication; continued development of accuracy and fluency in listening and speaking skills — including pronunciation, intonation, correct grouping of vocabulary items in phrases; academic vocabulary development; mastery of gerunds and infinitives; the introduction of perfect and passive gerunds; and the introduction of note-taking skills.

ESL 041 ESL Writing 1

3 credits; 3 lecture hours; 1 lab hour

Proficiency Requirements: None

Prerequisites: ESL Placement

Electives: Satisfies None

Corequisites: ESL011 Core English 1 or by permission of instructor

Description: This is the first-level writing course for non-native speakers of English in which the grammar introduced in Core English 1 is used in writing simple sentences with emphasis on self-correction of errors.

ESL 042 ESL Writing 2

3 credits; 3 lecture hours; 1 lab hour

Proficiency Requirements: None

Prerequisites: ESL Placement or ESL041 ESL Writing 1

Corequisites: ESL012 Core English 2 or by permission of instructor

Electives: Satisfies None

Description: This course is the second-level writing course for non-native speakers of English in which the grammar introduced in Core English 1 and 2 is used in writing simple and complex sentences working toward guided paragraphs with an emphasis on self-correction.

ESL 043 ESL Writing 3

3 credits; 3 lecture hours; 1 lab hour

Proficiency Requirements: None

Prerequisites: ESL Placement or ESL042 ESL Writing 2

Corequisites: ESL013 Core English 3; or by permission of instructor

Electives: Satisfies None

Description: This course is the third-level writing course for non-native speakers of English in which the grammar introduced in Core English 1, 2 and 3 is used in writing simple and complex sentences, guided paragraphs and short essays which include topic sentence and supporting details with an emphasis on self correction.

ESL 044 ESL Writing 4

3 credits; 3 lecture hours; 1 lab hour
Proficiency Requirements: None
Prerequisites: ESL Placement or ESL043 Writing 3
Corequisites: ESL014 Core English 4 or by permission of instructor
Electives: Satisfies None
Description: The grammar introduced in Core English 1, 2, 3 and 4 is used in writing essays utilizing the principles of process writing, including pre-writing, drafting, revising and editing with an emphasis on self correction.

Please Note: The following courses (ESL115 and ESL155) DO carry graduation credit.

ESL 115 Advanced English Grammar

6 credits; 6 lecture hours
Proficiency Requirements: None
Prerequisites: ESL Placement Test or ESL014 Core English 4 or by permission of instructor
Electives: Satisfies Free, Liberal Arts, Humanities, Foreign Language
Description: This course is the fifth-level structure course for non-native speakers of English. It includes the introduction of unreal conditionals and wishes; and reduced adjective, adverb, and noun clauses. This is a mandated course; students who do not meet the exit criteria will be required to repeat this course.

ESL 155 ESL Advanced Integrated Academic Skills

9 credits; 9 lecture hours
Proficiency Requirements: None
Prerequisites: ESL Placement or ESL014 Core English 4, ESL024 ESL Reading 4, ESL034 ESL Listening/Speaking 4, and ESL044 ESL Writing 4 or by permission of instructor
Electives: Satisfies Free, Liberal Arts, Humanities, Foreign Language
Description: This course is the fifth and highest level reading, writing, listening/speaking course for non-native speakers of English in which the reading, writing, grammar, listening and speaking skills mastered in previous levels are integrated into and applied to college level reading, writing and oral assignments. This is a mandated course; students who do not meet the exit criteria will be required to repeat this course.

EST – Engineering Science & Technology

EST 100 Engineering Design Graphics

3 credits; 2 lecture hours; 2 lab hours
Proficiency Requirements: Basic Reading, Basic Algebra I
Prerequisites: None
Electives: Satisfies Technology, Free
Description: This course will develop ways of representing engineering design ideas graphically. Technical sketching, print reading and an introduction to CAD (Computer Aided Design) are presented. Topics covered include sketching techniques, lettering, orthographic projection, auxiliary views, sectioning, dimensioning and tolerances. CAD focuses on the most common basic functions necessary to complete 2D drawings including drawing setup, line drawing, text placement, orthographic drawing, basic editing and dimensions.

EST 231 Engineering Circuit Analysis I

5 credits; 4 lecture hours; 3 lab hours
Proficiency Requirements: College Reading, Basic Writing, Basic Algebra II
Corequisites: MAT253 Calculus III or by permission of instructor
Electives: Satisfies Technology, Free
Description: Introduction to general electric circuit topology, with independent variables, loop and nodal analysis with matrix modules. Also, the study of circuit analysis employing Kirchhoff's laws, Thevenin's Theorem, Norton's Theorem, superposition and maximum power theorems, is emphasized.

EST 232 Engineering Circuit Analysis II

5 credits; 4 lecture hours; 3 lab hours

Proficiency Requirements: College Reading, Basic Writing, Basic Algebra II

Prerequisites: EST231 Engineering Circuit Analysis I or by permission of instructor

Corequisites: MAT254 Differential Equations

Electives: Satisfies Technology, Free

Description: Sinusoidal analysis of circuits employing phasor analysis. Sinusoidal steady state response found by nodal, mesh, superposition, source transformations. Thevenin's Theorem and phasor diagrams are explained. RMS values and average power and complex power is studied in detail. Major emphasis is placed on analysis using complex frequency (S-Plane). This would include frequency response of RL, RC, and RLC circuits (including resonance). The remainder of the course deals with two port network parameters and Fourier series analysis.

FIN – Finance

FIN 201 Business Finance

3 credits; 3 lecture hours

Prerequisites: ACC102 Accounting II with a C or better or by permission of instructor

Electives: Satisfies Business, Free

Description: Principles and practices of business finance. The short and long term sources of funds, management of financial assets, capital requirements, alternative forms of financing and the capital market. Some use of case study method.

FIN 203 Personal Financial Planning

3 credits; 3 lecture hours

Proficiency Requirements: Basic Reading, Basic Writing, and Basic Math

Prerequisites: None

Electives: Satisfies Business, Free

Description: This course includes basics of personal financial planning for different objectives, based upon the risk tolerance and financial position of the individual investor. Portfolio planning and asset allocation, retirement planning, housing and its financing, estate planning, and elder issues are included.

FRN – French

FRN 101 Introductory French 1

3 credits; 3 lecture hours

Proficiency Requirements: None

Prerequisites: None

Electives: Satisfies Language, Fine & Performing Arts/ Foreign Languages/Philosophy & Religion, Humanities, Liberal Arts, Free

Description: For students who have not completed one or two years of secondary school French or the equivalent as determined by the department. Introduction to grammatical patterns and common vocabulary. Oral skills emphasized; also includes reading and writing.

FRN 102 Introductory French 2

3 credits; 3 lecture hours

Proficiency Requirements: None

Prerequisites: FRN101 Introductory French 1 or by permission of instructor

Electives: Satisfies Language, Fine & Performing Arts/ Foreign Languages/Philosophy & Religion, Humanities, Liberal Arts, Free

Description: For students who have completed one or two years of secondary school French or the equivalent as determined by the department. Continues introduction to grammatical patterns and common vocabulary. Oral skills emphasized; also includes reading and writing.

FRN 201 Intermediate French 1

3 credits; 3 lecture hours

Proficiency Requirements: None

Prerequisites: FRN102 Introductory French 2 or by permission of instructor

Electives: Satisfies Language, Fine & Performing Arts/ Foreign Languages/Philosophy & Religion, Humanities, Liberal Arts, Free

Description: For students who have completed two or more years of secondary school French or the equivalent as determined by the department. Intermediate grammar structures and vocabulary with integrated skills: listening, speaking, reading, and writing.

FRN 202 Intermediate French 2

3 credits; 3 lecture hours

Proficiency Requirements: None

Prerequisites: FRN201 Intermediate French 1 or by permission of instructor

Electives: Satisfies Language, Fine & Performing Arts/ Foreign Languages/Philosophy & Religion, Humanities, Liberal Arts, Free

Description: For students who have completed two or more years of secondary school French or the equivalent as determined by the department. Continuation of intermediate grammar structures and vocabulary with integrated skills: listening, speaking, reading, and writing.

GEO – Geography

GEO 101 Introduction to Geography

3 credits; 3 lecture hours

Proficiency Requirements: None

Prerequisites: None

Electives: Satisfies Free, Liberal Arts, Social Science, History, Government

Description: This course is a survey of the earth's political, social, cultural, and economic patterns and their relationship to the earth's physical features. The course will stress the location of nations and cities, rivers and seas, and it will examine the history and current political situation of each major area of the world. It will also discuss the exploitation of earth's resources with a view toward maintenance and restoration.

GER – German

GER 101 Introductory German 1

3 credits; 3 lecture hours

Proficiency Requirements: None

Electives: Satisfies Language, Fine & Performing Arts/ Foreign Languages/Philosophy & Religion, Humanities, Liberal Arts, Free

Description: For students who have not completed one or two years of secondary school German or the equivalent as determined by the department. Introduction to grammatical patterns and common vocabulary. Oral skills emphasized; also includes reading and writing.

GER 102 Introductory German 2

3 credits; 3 lecture hours

Proficiency Requirements: None

Prerequisites: GER101 Introductory German 1 or by permission of instructor

Electives: Satisfies Language, Fine & Performing Arts/ Foreign Languages/Philosophy & Religion, Humanities, Liberal Arts, Free

Description: For students who have completed one or two years of secondary school German or the equivalent as determined by the department. Continues introduction to grammatical patterns and common vocabulary. Oral skills emphasized; includes reading and writing.

GOV – Government

GOV 101 American Government & Politics

3 credits; 3 lecture hours

Proficiency Requirements: Basic Reading, Basic Writing

Prerequisites: None

Electives: Satisfies Free, Liberal Arts, Social Science, History, Government

Description: This course is a survey of the structure and operations of the federal government as well as state governments. It will consider the relationship of the three branches of the federal government to each other and to state governments. US and state constitutions and their interpretations will be discussed. Emphasis will be given to American political traditions, parties, processes and a range of governmental policies.

GOV 102 Introduction to Political Science

3 credits; 3 lecture hours

Proficiency Requirements: College Reading, Basic Writing

Prerequisites: None

Electives: Satisfies Free, Liberal Arts, Social Science, History, Government

Description: This course is a descriptive survey of the general principles of politics. Emphasis will be given to the development of politics in society, the major political traditions and ideologies, and comparative governmental systems including institutions, political organization and behavior, and a select range of government policies.

GOV 110 Introduction to American Law

3 credits; 3 lecture hours

Proficiency Requirements: College Reading, Basic Writing

Prerequisites: None

Electives: Satisfies Free, Liberal Arts, Social Science, History, Government

Description: This course is a survey of the structure, functions, and development of the American legal and judicial process with emphasis on legal concepts and terminology. Judicial cases in substantive areas, such as family law, contracts, torts, and property will be analyzed. Students will also be introduced to judicial case briefs and brief writing.

GOV 211 Civil Rights & Liberties

3 credits; 3 lecture hours

Proficiency Requirements: College Reading

Prerequisites: English Composition I and any previous course with a GOV prefix passed with a grade of C- or better or by permission of instructor

Electives: Satisfies Free, Liberal Arts, Social Science, History, Government

Description: This course will examine the role of individual rights and liberties in American society within the framework of the US Constitution. Supreme Court decisions will be analyzed in regard to political and civil rights including freedom of speech, press, assembly and religion, obscenity, race and sex discrimination, and criminal procedure. The paradox of freedom is essentially the core around which lectures, discussion and research will be conducted.

GOV 212 Women & the Law

3 credits; 3 lecture hours

Proficiency Requirements: College Reading, Basic Writing

Prerequisites: None

Electives: Satisfies Free, Liberal Arts, Social Science, History, Government

Description: This course is designed to introduce students to various areas of law that affect women. It will include such topics as an historical overview of women's legal rights in the US, employment rights and benefits, education, criminal law, marriage and divorce and reproductive issues as well as other constitutional issues specifically pertinent to women. Students will each explore one area in depth. This is an introductory course that does not presuppose prior study of law.

GRA – Graphic Design

GRA 101 Graphic Design I

3 credits; 2 lecture hours; 2 lab hours

Proficiency Requirements: None

Electives: Satisfies Graphic Design, Fine & Performing Arts/Foreign Language/Philosophy & Religion, Humanities, Liberal Arts, Free

Description: Graphic Design I is a foundation course which will develop an understanding of the basic design principles, including space, line, form, color and the use of letterforms and design contrasts to convey a visual message. Projects will be completed with various design media while exploring the importance of working in stages from rough idea to finished design work.

GRA 102 Graphic Design II

3 credits; 2 lecture hours; 2 lab hours

Proficiency Requirements: None

Prerequisites: GRA101 Graphic Design I, GRA110 Macintosh Design

Corequisites: GRA111 Publication Design

Electives: Satisfies Graphic Design, Fine & Performing Arts/Foreign Language/Philosophy & Religion, Humanities, Liberal Arts, Free

Description: Graphic Design II will build upon the design principles introduced in Graphic Design I. Students will learn elements of clear and effective communication using type and image through traditional and computer media. The class will focus on visual representation of literal, metaphorical, symbolic and/or abstract ideas.

GRA 110 Macintosh Design

3 credits; 2 lecture hours; 2 lab hours

Proficiency Requirements: None

Electives: Satisfies Graphic Design, Fine & Performing Arts/Foreign Language/Philosophy & Religion, Humanities, Liberal Arts, Free

Description: Macintosh Design will introduce students to computer graphics emphasizing type and computer illustration using the Macintosh computer. Content will include hands-on practice with a drawing program and a page layout program.

GRA 111 Publication Design

3 credits; 2 lecture hours; 2 lab hours

Proficiency Requirements: None

Prerequisites: GRA110 Macintosh Design

Electives: Satisfies Graphic Design, Fine & Performing Arts/Foreign Language/ Philosophy & Religion, Computer Science, Technology, Humanities, Liberal Arts, Free

Description: Publication Design explores typography, page ingredients and creative visual communication while learning to create publications with a page layout software program on the Macintosh computer.

GRA 112 Publication Design II

3 credits; 2 lecture hours; 2 lab hours

Proficiency Requirements: None

Prerequisites: GRA111 Publication Design

Electives: Satisfies Graphic Design, Fine & Performing Arts/Foreign Language/ Philosophy & Religion, Computer Science, Technology, Humanities, Liberal Arts, Free

Description: Publication Design II is a computer graphics course using advanced page design, style and layout skills. Emphasis will be on developing promotional materials with pictures and creative images, doing color separation, page layout with original and/or scanned art

GRA121 New Media I

3 credits; 2 lecture hours; 2 lab hours

Prerequisites: GRA110 Macintosh Design

Description: An introduction to the theory and practice of New Media from conception through production. Students will be introduced to computer graphic applications used as tools in media productions. The course combines lecture and hands-on workshops.

GRA122 New Media II

3 credits; 2 lecture hours; 2 lab hours

Prerequisites: GRA121 New Media I and GRA210 Digital Imaging

Description: An continuing development of concepts and skills established in New Media I. Students will learn animation, sound, video and authoring. Students will create a portfolio web site using skills acquired in New Media I and New Media II.

GRA 201 Advanced Publication Design

3 credits; 2 lecture hours; 2 lab hours

Proficiency Requirements: None

Prerequisites: GRA111 Publication Design

Electives: Satisfies Graphic Design, Fine & Performing Arts/Foreign Language/ Philosophy & Religion, Computer Science, Technology, Humanities, Liberal Arts, Free

Description: Advanced Publication Design is an advanced course focusing on publication design, computer illustration and the printing process. Students will demonstrate their competence through design projects using an advanced layout program.

GRA 202 Animation

3 credits; 2 lecture hours; 2 lab hours

Proficiency Requirements: None

Prerequisites: GRA110 Macintosh Design

Corequisites: GRA210 Digital Imaging

Electives: Satisfies Graphic Design, Fine & Performing Arts/Foreign Language/ Philosophy & Religion, Computer Science, Technology, Humanities, Liberal Arts, Free

Description: An introduction to computer animation with specific projects to be completed on the Macintosh computer. The main focus will be on mastering the tools and terms used in computer animation in order to design, illustrate and final edit animation clips.

GRA 205 Computer Illustration

3 credits; 2 lecture hours; 2 lab hours

Proficiency Requirements: None

Prerequisites: ART111 Drawing I, GRA110 Macintosh Design

Electives: Satisfies Graphic Design, Fine & Performing Arts/Foreign Language/ Philosophy & Religion, Computer Science, Technology, Humanities, Liberal Arts, Free

Description: Computer Illustration will introduce students to the tools and advanced capabilities of this high end, bezier curve based drawing program. Students will learn to work with the tool and paint software to create original computer generated illustrations. Graphic and aesthetic fundamentals will be addressed; an emphasis of the course will be the connection of other commercial art courses to Computer Illustration.

GRA 210 Digital Imaging: Photoshop

3 credits; 2 lecture hours; 2 lab hours

Proficiency Requirements: None

Prerequisites: GRA110 Macintosh Design

Electives: Satisfies Graphic Design, Fine & Performing Arts/Foreign Language/ Philosophy & Religion, Computer Science, Technology, Humanities, Liberal Arts, Free

Description: Digital Imaging: Photoshop introduces and explores the industry standard image editing software program: Photoshop. Students will learn the Photoshop interface, as well as painting, image acquisition, color correction, photo retouching, filter effects, print and web issues. Students will design and create images, photomontage and collage projects.

GRA 213 Designing Web Pages: Dreamweaver

3 credits; 2 lecture hours; 2 lab hours

Proficiency Requirements: None

Prerequisites: GRA110 Macintosh Design

Corequisites: CIS130 Internet and Web Page Development (HTML)

Electives: Satisfies Graphic Design, Fine & Performing Arts/Foreign Language/ Philosophy & Religion, Computer Science, Technology, Humanities, Liberal Arts, Free

Description: Designing Web Pages introduces design elements, layout strategies and navigation techniques for web page design. Using a visual HTML editor, Dreamweaver, students will develop and build complex web sites and incorporate new technologies. The course will focus on design issues, including page layout, color, images, and interaction of media.

GRA 215 Designing Web Graphics

3 credits; 2 lecture hours; 2 lab hours

Proficiency Requirements: None

Prerequisites: GRA110 Macintosh Design, GRA210 Digital Imaging (Photoshop), CIS130 Internet & Web Page Development (HTML), GRA213 Designing Web Pages (Dreamweaver);

Electives: Satisfies Graphic Design, Fine & Performing Arts/Foreign Language/ Philosophy & Religion, Computer Science, Technology, Humanities, Liberal Arts, Free

Description: Designing Web Graphics introduces students to the problems and solutions of creating original graphics for the Web. Using Photoshop and ImageReady, students will design images for background, text, graphics, navigation and animation. Students will learn to use appropriate colors, file formats and compression methods in creating graphics.

GRA220 Seminar New Media

3 credits; 2 lecture hours; 2 lab hours

Prerequisites: GRA122 New Media II

Description: The Seminar in New Media provides students with an opportunity to develop, research, and produce an original multimedia project of their choice from concept to creation. Project proposals must be approved by the faculty member and program director.

GRA 250 Portfolio for Graphic Design

1 credit; 1 lecture hour

Proficiency Requirements: None

Electives: Satisfies Graphic Design, Fine & Performing Arts/Foreign Language/Philosophy & Religion, Humanities, Liberal Arts, Free

Description: Focus will be on developing a portfolio for purposes of further study or professional marketing. The student will develop an appropriate portfolio for graphic design by working on assigned projects, selecting and presenting work, developing appropriate associated materials (e.g. resume, card, stationery, tear sheets or printed pieces.)

HES – Health Services

HES 104 Medical Office Administration

3 credits; 3 lecture hours

Proficiency Requirements: College Reading and Basic Math

Corequisites: MRT101 Introduction to Medical Language 1 or by permission of instructor

Electives: Satisfies Free

Description: Theory and problems in the management of the medical office including filing, making appointments, completing medical forms, telephone techniques, medical bookkeeping and dictation and transcription procedures related to medical office. The ethical structure and general principles of law which affect the role of the medical assistant will be discussed.

HES130 Introduction to Patient Care

3 Credits; 3 lecture hours

Proficiency Requirements: Basic Reading, Basic Writing

Description: Prepares students from different health care disciplines to understand the environment encountered in clinical agencies. Evidence-based medicine and the use of critical thinking form the framework for discussion. Topics include patient's right to privacy; confidentiality; promoting a safe clinical environment; ethical, legal, and cultural issues; documentation; team building; age related concerns; medical terminology; and death and dying

HIS – History

HIS 101 US History I

3 credits; 3 lecture hours

Proficiency Requirements: College Reading, Basic Writing

Prerequisites: None

Electives: Satisfies Free, Liberal Arts, Social Science, History, Government

Description: This course is a survey of American history from 1607-1865. It will trace the political, social, cultural and economic development of the United States from colonial times through the Civil War. Special attention will be given to political theory, the role of leadership, America's expansion across the continent and the rising tide of sectionalism that results in the Civil War.

HIS 102 US History II

3 credits; 3 lecture hours

Proficiency Requirements: College Reading, Basic Writing

Prerequisites: None

Electives: Satisfies Free, Liberal Arts, Social Science, History, Government

Description: This course is a survey of American history from 1865 to the present. It will examine the continuing political, social, cultural and economic development of the United States from reconstruction through the Second World War and the postwar years. Emphasis will be placed on the increasing power of the Presidency, the role of America as a world leader, industrial and technological growth and its impact on the environment.

HIS 111 Western Civilization I

3 credits; 3 lecture hours

Proficiency Requirements: College Reading, Basic Writing

Prerequisites: None

Electives: Satisfies Free, Liberal Arts, Social Science, History, Government

Description: This course is a survey of major historical developments and trends in Western Civilization from their origins to 1715 with emphasis on the formation and evolution of the social, political, economic, religious and cultural institutions of ancient, medieval and early modern Europe.

HIS 112 Western Civilization II

3 credits; 3 lecture hours

Proficiency Requirements: College Reading, Basic Writing

Prerequisites: None

Electives: Satisfies Free, Liberal Arts, Social Science, History, Government

Description: This course is a survey of major historical developments and trends in Western Civilization from 1715 to the present with emphasis on the evolution of social, political, economic, religious and cultural institutions in modern Europe.

HIS 121 World Civilization I

3 credits; 3 lecture hours

Proficiency Requirements: College Reading, Basic Writing

Prerequisites: None

Electives: Satisfies Free, Liberal Arts, Social Science, History, Government

Description: This course is a survey of major world civilizations from their origins to 1500 stressing and interpreting social, cultural, intellectual, religious, economic and political developments of European, African, Asian and Amerindian societies and their contributions to humankind.

HIS 122 World Civilization II

3 credits; 3 lecture hours

Proficiency Requirements: College Reading, Basic Writing

Prerequisites: None

Electives: Satisfies Free, Liberal Arts, Social Science, History, Government

Description: This course is a survey of major world civilizations from 1500 to the present, stressing social, cultural, intellectual, religious, economic and political developments of European, African, Asian, and American societies, their interaction, and their contributions to humankind.

HIS 201 Recent US History

3 credits; 3 lecture hours

Proficiency Requirements: College Reading, Basic Writing

Prerequisites: None

Electives: Satisfies Free, Liberal Arts, Social Science, History, Government

Description: This course is a seminar on American history from 1945 to the present. It will examine the challenges facing the United States after World War Two. Attention will be directed to America's activities during the Cold War, the Federal government's response to social and economic issues, the rising challenge of minority groups, and the impact of industrial and technological growth on the economy and the environment. Independent projects examining contemporary America will be assigned.

HIS 202 Minority Groups in America

3 credits; 3 lecture hours

Proficiency Requirements: College Reading, Basic Writing

Prerequisites: None

Electives: Satisfies Free, Liberal Arts, Social Science, History, Government

Description: This course is a seminar that will focus on the contributions and difficulties of religious, racial, ethnic and other minority groups in the pluralistic American Society from colonial times to the present. Particular attention will be given to the following groups: Catholic and Jewish, Native Indian, African-American and Hispanic, southern European and Asian. Students will research, write and present individual reports.

HIS 203 American Foreign Policy

3 credits; 3 lecture hours

Proficiency Requirements: College Reading, Basic Writing

Prerequisites: None

Electives: Satisfies Free, Liberal Arts, Social Science, History, Government

Description: This course is a survey of U.S. foreign affairs from revolutionary times to the present. Special emphasis will be placed on America's emergence as a world power and her relationship with Europe, Latin America and the Far East. Attention will be paid to the developing roles of the President and the State Department, Congress and international organizations in the making of our foreign policy.

HIS 204 The US Civil War: America's Irrepressible Conflict

3 credits; 3 lecture hours

Proficiency Requirements: College Reading, Basic Writing

Prerequisites: None

Electives: Satisfies Free, Liberal Arts, Social Science, History, Government

Description: This course presents an in-depth study of the American Civil War. It centers on the war's military activity: strategies, campaigns, leadership and the lives of black and white soldiers. Both northern and southern perspectives of the causes and meaning of the war are covered. Significant attention is paid to the roles played by women and men on the home front, the political struggle within the central government and the response to the war by artists.

HIS 211 Early Civilization in the West

3 credits; 3 lecture hours

Proficiency Requirements: College Reading, Basic Writing

Prerequisites: None

Electives: Satisfies Free, Liberal Arts, Social Science, History, Government

Description: This course is a survey of major historical developments and trends in the rise of the West from their origins in the ancient Near East through Classical Greece and Rome to the decline and fall of the Roman Empire and the rise and triumph of Christianity. Attention is given to the formation and evolution of social, political, and economic institutions as well as intellectual, religious and cultural achievements.

HIS 221 The Contemporary World

3 credits; 3 lecture hours

Proficiency Requirements: College Reading, Basic Writing

Prerequisites: None

Electives: Satisfies Free, Liberal Arts, Social Science, History, Government

Description: This course is a survey of important political, social, economic and cultural developments in the world since 1945. Emphasis will be placed on the nuclear arms race, the Cold War, upheaval and transformation in the Third World and the continual realignment of the world balance of political and economic power since the end of the Second World War.

HIS 222 Modern China & Japan

3 credits; 3 lecture hours

Proficiency Requirements: College Reading, Basic Writing

Prerequisites: None

Electives: Satisfies Free, Liberal Arts, Social Science, History, Government

Description: This course is a survey of Chinese and Japanese history from 1800 to the present. It will explore the nature of traditional China and Japan as they confronted the West, their contrasting responses to the Western presence in East Asia, and their struggles to reconcile traditional and modern ideas and institutions. It will also examine the emergence of nationalism in China and Japan, and the challenges they face in adjusting to a rapidly changing world order.

HIS 223 The Modern Middle East

3 credits; 3 lecture hours

Proficiency Requirements: College Reading, Basic Writing

Prerequisites: None

Electives: Satisfies Free, Liberal Arts, Social Science,, History, Government

Description: This course is a survey of the social, political, intellectual, religious and economic forces that have shaped the contemporary Middle East. It will explore the nature of the traditional, pre-modern Arab, Islamic, Jewish, Persian, and Turkish civilizations as they confronted modern external forces. Special attention will be given to the problems and conflicts arising from this confrontation, and each of the principal countries in this region will be examined separately.

HIS 224 Vietnam War

3 credits; 3 lecture hours

Proficiency Requirements: College Reading, Basic Writing

Prerequisites: None

Electives: Satisfies Free, Liberal Arts, Social Science, History, Government

Description: This course is a survey of the war in Indo-China (1945-1975) which starts with the Viet Minh in World War II and concludes with the Paris Peace talks and the aftermath in the 1970s. It will focus on interpretations of the war itself and its resounding impact on the United States. The Vietnam War tore at the fabric of American society, and the course will examine the transformation of its sociocultural identity.

HIS 231 Twentieth Century Russia

3 credits; 3 lecture hours

Proficiency Requirements: College Reading, Basic Writing

Prerequisites: None

Electives: Satisfies Free, Liberal Arts, Social Science, History, Government

Description: This course is a survey of Russian history in the Twentieth Century. It will examine tsarist Russia, the background to the Communist takeover in 1917, and the successes and failures of the Communist system. Attention will be given to the collapse of Communism and subsequent breakup of the Soviet Union. The course will conclude with an examination of Russia and the other former Soviet Republics in the post-Communist era.

HIS 241 History of Latin America

3 credits; 3 lecture hours

Proficiency Requirements: College Reading, Basic Writing

Prerequisites: None

Electives: Satisfies Free, Liberal Arts, Social Science, History, Government

Description: This course is a survey of the historical development of Latin America from the pre-conquest societies to the present time. Emphasis will be placed on the contributions made by the indigenous Americans, Africans, and Europeans, and the fusion of these three elements in the years following independence. The relationship between the United States and Latin America will be given special attention.

HIS 250 World War II

3 credits; 3 lecture hours

Proficiency Requirements: College Reading, Basic Writing

Prerequisites: None

Electives: Satisfies Free, Liberal Arts, Social Science, History, Government

Description: This course provides an analysis of World War II, including military, political, economic, social technological, and cultural developments during the 1930s and 1940s. The course will focus on the major leaders, battles, strategies, and conduct of the war and on the lives or ordinary participants on and off the battlefields. The course will also emphasize life on the home front and the impact of the war on the postwar world.

HIS 251 Women's History: Giving the Majority Its Past

3 credits; 3 lecture hours

Proficiency Requirements: College Reading, Basic Writing

Prerequisites: None

Electives: Satisfies Free, Liberal Arts, Social Science, History, Government

Description: This course is a seminar that will examine the cultural assumptions by which society measures the significance of men's and women's lives. It will trace the many roles of women in the past and discuss whether traditional expectations about individual values and gender roles are realistic or biased and whether double standards exist for men and women. Students will complete independent projects examining women's lives. The instructor will determine the particular emphasis in period and culture.

HIS 252 The Family in Modern Western History

3 credits; 3 lecture hours

Proficiency Requirements: College Reading, Basic Writing

Prerequisites: None

Electives: Satisfies Free, Liberal Arts, Social Science, History, Government

Description: This course presents an analysis of the changes in the structure and functions of the family in Western Europe and America from the 16th century to the present. Special emphasis will be placed upon the impact of industrialization and modernization upon the family and its individual members.

HON – Honors

HON 100 Honors Colloquium

3 credits; 3 lecture hours

Proficiency Requirements: Basic Writing, College Reading, Basic Algebra I

Prerequisites: GPA 3.5 or higher or by permission of instructor.

Electives: Satisfies Free, Honors, Liberal Arts

Description: This interdisciplinary course will introduce honors students to a single broad topic that will be studied from a variety of perspectives. Emphasis will be placed on integration of material, critical thinking, cooperative learning, and independent research.

HST – Hospitality & Tourism

HST 104 Introduction to Hospitality and Tourism

3 credits; 3 lecture hours

Proficiency Requirements: Basic Reading, Basic Writing

Prerequisites: None

Electives: Satisfies Free, Business

Description: This course will introduce the student to the global environment in which business is transacted within the hospitality services industry. The course is organized around four major topics: food service, lodging, tourism and management. The major functional areas of business are addressed with focus placed upon the timely issues, diversity, and business challenges within the hospitality industry.

HST 209 Meeting, Event & Conference Management

3 credits; 3 lecture hours

Proficiency Requirements: Basic Reading, Basic Writing

Prerequisites: None

Electives: Satisfies Free, Business

Description: This course provides a solid foundation for meeting, event, and convention management. The course of study includes an overview of the industry, convention and meeting planning processes, the details essential to

successful conventions and meetings, and techniques for reaching target markets. The culmination of the course is the planning, design, and execution of a special event.

HST 214 Hotel Operations & Organizational Management

3 credits; 3 lecture hours

Proficiency Requirements: Basic Reading, Basic Writing

Prerequisites: None

Electives: Satisfies Business

Description: Through an examination of the various operational divisions within the lodging industry the student is given a comprehensive organizational overview of the property. All major operational departments will be covered such as rooms, food and beverage management, sales and marketing, housekeeping, engineering, personnel, and convention services.

HST 215 Food & Beverage Management

3 credits; 3 lecture hours

Proficiency Requirements: Basic Reading, Basic Writing, Basic Math

Prerequisites: None

Electives: Satisfies Free, Business

Description: This management course is designed to introduce the student to standards and procedures that increase the profitability of food and beverage operations in any industry setting through controlling cost and maximizing sales. Emphasis is placed on operating cycle of control, forecasting and budgeting.

HST 216 Front Office Procedures

3 credits; 3 lecture hours

Proficiency Requirements: Basic Reading, Basic Writing

Prerequisites: None

Electives: Satisfies Free, Business

Description: This course familiarizes students with the front office department of the lodging industry. Emphasis is placed on: guestroom availability, reservation processing, guest registration, night audit and checkout procedures through a computerized property management system. The student will focus on all aspects of the unique relationship between the front office and other departments in the hotel.

HST 250 Seminars & Work Experience in Hospitality

3 credits; 2 lecture hours; 4 practicum hours

Prerequisites: Completion of 30 credits within the Business Management - Hospitality Degree or 12 credits within the Business Management - Hospitality Certificate; or by permission of Hospitality Coordinator

Electives: Satisfies Free, Business, General

Description: This course combines practical work experience in the student's chosen hospitality specialty along with weekly hospitality seminars with professional speakers from all areas of the vast hospitality industry. A representative of speakers include practitioners in hotel management, food service management, small business food supplier management, travel agency management, event management, banquet management, human resource management, and the North of Boston Convention and Visitors Bureau and New Hampshire Tourism Bureau. Topics may include: sanitation, hospitality law, hospitality accounting, interpersonal communications, hospitality management, hiring and firing practices, entrepreneurship, current trends in hospitality and the new antiterrorism mandates and how they impact the hospitality industry. The student will also be enrolled in an internship four hours a week in their hospitality specialty.

HUS – Human Services

HUS 101 Introduction to Human Services

3 credits; 3 lecture hours

Proficiency Requirements: Basic Reading

Electives: Satisfies Free

Description: This introduction addresses the history of human services, current trends, policies and practices in the field including prevention and intervention, legal and ethical issues, roles of the human service practitioner, and a beginning understanding of the human service delivery system. These areas will be addressed generically and as they pertain to specific client populations. The National Community Support Skill Standards for human service practitioners are integrated into the content.

HUS102 Observation & Recording of Human Services Programs

1 credit; 4 practicum hours

Proficiency Requirements: Basic Reading

Prerequisites: Enrollment in the Human Services Associate Degree Program, Community Support Human Service Practitioner Certificate or Alcohol/Drug Abuse Counseling Certificate

Corequisites: HUS101 Introduction to Human Services or by permission of instructor or Program Coordinator

Electives: Satisfies Free

Description: This course serves as an introduction to diverse human service programs in community settings. Students will visit selected agencies and participate in discussions with community providers. It is designed as a primarily observational and experiential learning opportunity with a focus on community resources, networking, observation and recording skills. Students will also begin to develop a resource directory in human services. The National Community Support Skill Standards for human service practitioners are integrated into the course content.

HUS 150 Topics in Mental Health & Mental Retardation

3 credits; 3 lecture hours; offered in summer only

Proficiency Requirements: Basic Reading; Basic Writing

Prerequisites: Enrollment in the Direct Support Certificate or by permission of Instructor or Program Coordinator

Electives: Satisfies Free

Description: This course is designed to develop the skills and knowledge needed by human service practitioners to support individuals with major disabilities caused by mental illness, learning disorders, and mental retardation. Topics include teaching strategies, assessment and planning, therapeutic interactions and the rights of individuals to self determination.

HUS 170 Modalities of Treatment

3 credits; 3 lecture hours

Proficiency Requirements: Basic Reading; Basic Writing

Prerequisites: Enrollment in the Human Services Associates Degree Program, Community Support Human Service Practitioner Certificate or Alcohol/Drug Abuse Counseling Certificate or by permission of instructor or Program Coordinator

Electives: Satisfies Free

Description: This course explores the helping process and practice with a primary goal of providing students with information essential to appropriate service delivery. Students will be introduced to a variety of theoretical models and their techniques including, among others, the psychodynamic, humanistic and behavioral approaches. Values and attitudes related to the delivery of human services, multicultural awareness and ethical issues are integrated into the course material.

HUS 171 Alcohol & Drug Abuse

3 credits; 3 lecture hours

Proficiency Requirements: Basic Reading

Prerequisites: Enrollment in the Human Services Associates Degree Program or the Alcohol/Drug Abuse Counseling Certificate or by permission of instructor or Program Coordinator

Electives: Satisfies Free

Description: This course is designed to generate an understanding of drug use, abuse and dependence and their personal and social consequences. Emphasis is placed on theories of etiology, epidemiology, pharmacology, symptomatology and medical consequences. Participants will explore the role of culture, relevant state and federal laws and family relationships. A primary goal of this course is to provide students with thorough information needed to provide services to a variety of clients.

HUS 172 Counseling Techniques with Substance Abuse

3 credits; 3 lecture hours

Proficiency Requirements: Basic Reading

Prerequisites: Enrollment in the Alcohol/Drug Abuse Counseling Certificate or by permission of instructor or the Program Coordinator

Description: This course helps students develop counseling techniques and strategies to work with people who have problems resulting from substance abuse and dependence. Diagnosis, assessment, treatment planning, treatment philosophies, levels of care/services, and intervention strategies will be covered thoroughly. Emphasis will be placed on helping clients maintain recovery and prevent or cope with relapse. Treating dually diagnosed clients will also be discussed.

HUS 190 Human Services Practicum I

4 credits; 1 lecture hour; 12 practicum hours

Proficiency Requirements: Basic Reading; Basic Writing

Prerequisites: Enrollment in the Human Services Associates Degree Program or Direct Support Certificate.

Corequisites: HUS101 Introduction to Human Services or by permission of instructor or Program Coordinator

Electives: Satisfies Free

Description: A practicum in a variety of selected community based human service programs (psychiatric hospitals, family agencies, day treatment programs, schools, etc.) under supervision designed to promote personal and professional growth. Students provide direct support services using interpersonal communication, interviewing, observation, problem solving, case management, and documentation skills in accordance with the human service philosophy. Classroom theory is integrated into the practicum experience where students demonstrate competencies based upon the National Community Support Skill Standards.

HUS 191 HUS Practicum I in Alcohol/Drug Abuse Services

4 credits; 1 lecture hour; 12 practicum hours

Proficiency Requirements: Basic Reading

Prerequisites: Enrollment in the Alcohol/Drug Abuse Counseling Certificate Program or by permission of instructor or Program Coordinator

Corequisites: HUS 171 Alcohol and Drug Abuse or HUS 172 Counseling Techniques with Substance Abuse or by permission of instructor or Program Coordinator

Electives: Satisfies Free

Description: A practicum in selected alcohol and drug abuse agencies, hospitals, detoxification centers, clinics, residential programs and other facilities. Students provide direct services to individuals, groups and families under supervision that promotes professional growth. Core skills and competencies of addiction counselors such as assessment, intervention, documentation, referral, case management and networking are employed.

HUS 192 HUS Practicum II in Alcohol/Drug Abuse Services

4 credits; 1 lecture hour; 12 practicum hours

Proficiency Requirements: College Reading; Basic Writing

Prerequisites: Enrollment in the Alcohol and Drug Abuse Counseling Certificate Program, HUS191 HUS Practicum I in Alcohol and Drug Abuse Services or by permission of instructor or Program Coordinator

Corequisites: HUS 171 Alcohol and Drug Abuse and HUS 172 Counseling Techniques with Substance Abuse or by permission of instructor or Program Coordinator

Electives: Satisfies Free

Description: In this continuation of Practicum I, students become more involved in client care and services. Under supervision, students refine their skills in providing services to substance abusers and their families in a variety of settings. Students develop a philosophy of service that includes respect for individuals as well as an awareness and appreciation of ethics, confidentiality, and diversity.

HUS 195 Community Support Human Services Practicum I

4 credits; 1 lecture hour; 12 practicum hours

Proficiency Requirements: Basic Reading

Prerequisites: Enrollment in the Community Support Human Service Practitioner Certificate or by permission of instructor or Program Coordinator

Corequisites: HUS 101 Introduction to Human Services, HUS 102 Observation and Recording of Human Services Programs or HUS 202 Behavior Management Principles and Techniques or by permission of instructor or Program Coordinator

Electives: Satisfies Free

Description: This supervised practicum in residential services (adult and children), independent support living programs, shelters and day programs is designed to promote personal and professional growth. Students provide direct support services to assist individuals with emotional disabilities, mental illness, developmental disabilities and substance abuse to improve the quality of their lives, in accordance with the human service philosophy. Classroom theory is integrated into the practicum experience where students demonstrate competencies based upon the National Community Support Skill Standards.

HUS 196 Community Support Human Services Practicum II

4 credits; 1 lecture hour; 12 practicum hours

Proficiency Requirements: College Reading; Basic Writing

Prerequisites: Enrollment in the Community Support Human Service Practitioner Certificate, HUS195 Community Support Human Services Practicum I or by permission of instructor or Program Coordinator

Corequisites: HUS101 Introduction to Human Services, HUS102 Observation and Recording of Human Services Programs AND HUS202 Behavior Management Principles and Techniques or by permission of instructor or Program Coordinator

Electives: Satisfies Free

Description: Building upon the foundation of knowledge and skill development in Practicum I, students become more involved in the delivery of direct support services, further develop their skills, and obtain an increased understanding of the operation of the program and opportunities for career development. Class room theory is integrated into the practicum experience. Students demonstrate competencies based upon the National Community Support Skill Standards.

HUS 201 Group Dynamics

3 credits; 3 lecture hours

Proficiency Requirements: Basic Reading

Prerequisites: Enrollment in the Human Services Associates Degree Program, Community Support Human Service Practitioner Certificate, the Alcohol/Drug Abuse Counseling Certificate, the Direct Support Certificate or by permission of instructor or Program Coordinator

Electives: Satisfies Free

Description: This course is designed to help students increase their ability to work effectively in a variety of group situations. Students will learn how groups work and how individuals function within groups. Stages of group development and communication skills are discussed and practiced. Having an understanding of group process will also enable students to support individuals to use self-help groups and support groups available in the community.

HUS 202 Behavior Management Principles and Techniques

3 credits; 3 lecture hours

Proficiency Requirements: Basic Reading; Basic Writing

Prerequisites: Enrollment in the Human Services Associates Degree, the Direct Support Certificate, the Community Support Human Service Practitioner Certificate, the Alcohol/Drug Abuse Counseling Certificate or by permission of instructor or the Program Coordinator

Electives: Satisfies Free

Description: This course seeks to acquaint students with the application of principles of learning theory to the problems of human behavior. Focus will be on approaches to an individual's behavior management problem and practical techniques for helping individuals to improve functioning in the community. Content will include the analysis of behavior, reinforcement of behavior, point or token system, shaping process, ethical issues and future trends in behavior management.

HUS 250 Seminar in Human Services

3 credits; 3 lecture hours

Proficiency Requirements: College Reading; Basic Writing

Prerequisites: Enrollment in the Human Services Associates Degree, HUS 101 Introduction to Human Services, HUS102 Observation and Recording of Human Services Programs or by permission of instructor or Program Coordinator

Corequisites: HUS 170 Modalities of Treatment or by permission of instructor or Program Coordinator

Electives: Satisfies Free

Description: This seminar allows for discussion of theoretical and practical approaches to the human services field through presentations by a series of expert practitioners. Designed for the graduating student, the course provides a culminating learning experience to integrate the students' education. Resumes, job interviewing and consideration of long-term career goals are explored. A Human Services Professional Portfolio will be completed by participants.

HUS291 Human Services Practicum II

4 credits; 1 lecture hour; 12 practicum hours

Proficiency Requirements: College Reading; Basic Writing

Prerequisites: Enrollment in the Human Services Associates Degree program; HUS 190 Human Services Practicum I or by permission of instructor or Program Coordinator

Electives: Satisfies Free elective

Description: Building upon the foundation of knowledge and skill development from Practicum I, students become more involved in the delivery of direct support services, further develop their skills and obtain an increased understanding of the agency and opportunities for career development. Classroom theory is integrated into the practicum experience. Students demonstrate skills and competencies based upon the National Community Support Skill Standards.

HUS 292 Human Services Practicum III

4 credits; 1 lecture hour; 12 practicum hours

Proficiency Requirements: College Reading; Basic Writing

Prerequisites: Enrollment in the Human Services Associates Degree Program, HUS 192 HUS Practicum II in Alcohol/Drug Abuse Services OR HUS196 Community Support Human Services Practicum II OR HUS291 Human Services Practicum II or by permission of instructor or Program Coordinator

Corequisites: HUS170 Modalities of Treatment or by permission of instructor or Program Coordinator

Electives: Satisfies Free

Description: This course continues to build upon the knowledge and skill development of Practicums I and II with more intensive involvement in direct support services and an increasing understanding of agency operation and career development. Classroom theory is integrated into the practicum experience. Students demonstrate skills and competencies based upon the National Community Support Skill Standards.

ITN – Italian

ITN 101 Introductory Italian 1

3 credits; 3 lecture hours

Proficiency Requirements: None

Prerequisites: None

Electives: Satisfies Languages, Fine & Performing Arts/ Foreign Language/Philosophy & Religion, Humanities, Liberal Arts, Free

Description: For students who have not completed one or two years of secondary school Italian or the equivalent as determined by the department. Introduction to grammatical patterns and common vocabulary. Oral skills emphasized; also includes reading and writing.

ITN 102 Introductory Italian 2

3 credits; 3 lecture hours

Proficiency Requirements: None

Prerequisites: ITN101 Introductory Italian 1 or by permission of instructor

Electives: Satisfies Languages, Fine & Performing Arts/ Foreign Language/Philosophy & Religion, Humanities, Liberal Arts, Free

Description: For students who have completed one or two years of secondary school Italian or the equivalent as determined by the department. Continues introduction to grammatical patterns and common vocabulary. Oral skills emphasized; also includes reading and writing.

JRN – Journalism

JRN 101 Journalism I

3 credits; 3 lecture hours

Proficiency Requirements: Basic Reading, Basic Writing

Prerequisites: None

Electives: Satisfies Liberal Arts, Humanities, Communications, Free

Description: This course provides training in the fundamentals of news gathering, and the structure and writing of journalistic stories. Students are required to submit at least six stories to the campus newspaper, *The Observer.*

JRN 102 Journalism II

3 credits; 3 lecture hours

Proficiency Requirements: Basic Reading; Basic Writing

Prerequisites: JRN101 or by permission of instructor

Electives: Satisfies Liberal Arts, Humanities, Communications, Free

Description: This course focuses on advanced reporting and writing techniques, including feature and editorial writing. Students are encouraged to assist in the production of *The Observer* and are required to submit at least six in-depth articles.

JRN 201 Copy Editing

3 credits; 3 lecture hours

Proficiency Requirements: Basic Reading; Basic Writing

Prerequisites: None

Electives: Satisfies Liberal Arts, Humanities, Communications, Free

Description: This course covers the principles and practice of news editing, including the following topics: copy editing, headline and cutline writing, wire copy editing, page makeup, and an intensive review of English grammar and usage. This course is recommended for third semester students with a strong interest in print journalism.

JRN 291 Journalism Practicum

3 credits; 1 lecture hour; 6 practicum hours

Proficiency Requirements: Basic Reading; Basic Writing

Prerequisites: JRN102 and recommendation of faculty teaching courses in the Journalism/Broadcasting Option or by permission of instructor

Electives: Satisfies Liberal Arts, Humanities, Communications, Free

Description: This course provides practical experience in professional journalism through internships at area newspapers, broadcasting stations or public relations departments of area institutions and agencies. A faculty member and representative of the employing agency coordinate and evaluate the student's work.

LHU – Liberal Arts/ Humanities

LHU 101 Introduction to Humanities

3 credits; 3 lecture hours

Proficiency Requirements: Basic Reading; Basic Writing

Prerequisites: None

Electives: Satisfies Humanities, Liberal Arts, Free

Description: Through thematically selected works of literature, film, music, art, religion, and philosophy, this team-taught course focuses on the individual's concept of self (identity, purpose, goals, destiny) and the individual's relationship to community (ethics, values, justice) as explored in the traditional and nontraditional intellectual and artistic heritage of humanity.

LIT – Literature

LIT 201 American Literature I

3 credits; 3 lecture hours

Proficiency Requirements: Basic Reading; Basic Writing

Prerequisites: None

Electives: Satisfies Liberal Arts, Humanities, Literature, Free

Description: This course presents the works of selected American writers from the beginnings to the Civil War and will include a study of the works' historical and literary settings.

LIT 202 American Literature II

3 credits; 3 lecture hours

Proficiency Requirements: Basic Reading; Basic Writing

Prerequisites: None

Electives: Satisfies Liberal Arts, Humanities, Literature, Free

Description: This course presents the works of selected American writers from the Civil War to the present and will include a study of their historical and literary settings.

LIT 203 African American Literature

3 credits; 3 lecture hours

Proficiency Requirements: Basic Reading; Basic Writing

Prerequisites: None

Electives: Satisfies Liberal Arts, Humanities, Literature, Free

Description: Through fiction, nonfiction, poetry, and drama by African Americans, this course presents topics that will vary each semester, but may include leadership and slavery, the urban and rural experience, institutions such as the church and the law. African American music and film may be included.

LIT 211 British Literature

3 credits; 3 lecture hours

Proficiency Requirements: Basic Reading; Basic Writing

Prerequisites: None

Electives: Satisfies Liberal Arts, Humanities, Literature, Free

Description: This course presents the works of selected British authors with emphasis on the period from the Middle Ages to the 18th century and includes a study of their historical and literary settings.

LIT 212 British Literature II

3 credits; 3 lecture hours

Proficiency Requirements: Basic Reading; Basic Writing

Prerequisites: None

Electives: Satisfies Liberal Arts, Humanities, Literature, Free

Description: This course presents the works of selected British authors with emphasis on the era from the Romantic period to the present and includes a study of their historical and literary settings.

LIT 213 Shakespeare

3 credits; 3 lecture hours

Proficiency Requirements: Basic Reading; Basic Writing

Prerequisites: None

Electives: Satisfies Liberal Arts, Humanities, Literature, Free

Description: Students will read and analyze selected plays by Shakespeare and some critical essays in order to understand each play's internal workings. Students will learn to read plays comfortably, to follow and enjoy a performance, and to write about the plays with understanding.

LIT 215 Dramatic Literature

(formerly THE102 History of Theater)

3 credits; 3 lecture hours

Proficiency Requirements: Basic Reading; Basic Writing

Prerequisites: None

Electives: Satisfies Liberal Arts, Humanities, Literature, Free

Description: Dramatic Literature studies the plays of Western theater from ancient Greece to modern times. The subjects to be covered include genres of dramatic writing, the religion and politics of the times in which the works were written, and the evolution of architecture and staging.

LIT 221 Western Literature I

3 credits; 3 lecture hours

Proficiency Requirements: Basic Reading; Basic Writing

Prerequisites: None

Electives: Satisfies: Liberal Arts, Humanities, Literature, Free

Description: This course presents selected major works from the period of the Ancient Greek, Roman and Hebrew civilizations through the early medieval period in Europe, with attention to their historical and literary settings.

LIT 222 Western Literature II

3 credits; 3 lecture hours

Proficiency Requirements: Basic Reading; Basic Writing

Prerequisites: None

Electives: Satisfies Liberal Arts, Humanities, Literature, Free

Description: This course presents selected major works of Europe and Latin America from the medieval period to the present (excluding works originally in English) with attention to their historical and literary settings.

LIT 223 The Bible As Literature

3 credits; 3 lecture hours

Proficiency Requirements: Basic Reading; Basic Writing

Prerequisites: None

Electives: Satisfies Liberal Arts, Humanities, Literature, Free

Description: This course emphasizes the literary content, qualities and techniques of the Hebrew and Greek scriptures in English translation.

LIT 231 The Art of the Movies

3 credits; 2 lecture hours 2 lab hours

Proficiency Requirements: Basic Reading; Basic Writing

Prerequisites: None

Electives: Satisfies Liberal Arts, Humanities, Literature, Free

Description: This course fosters critical taste in film. Students will explore the role of film in contemporary society by viewing and discussing documentaries, experimental films, impressionistic films, animated films and commercial films. Discussion and analysis will acquaint students with the interrelationship of film technique and content.

LIT 232 Women in Film

3 credits: 2 lecture hours; 2 lab hours

Proficiency Requirements: Basic Reading; Basic Writing

Prerequisites: None

Electives: Satisfies Liberal Arts, Humanities, Literature, Free

Description: This course presents the multiple views of women as seen through the cinema, with examples from literature as well. Students will meet varied attitudes toward self, beauty, socialization, exploitation and destiny of 20th century women.

LIT 234 The Art of Alfred Hitchcock

2 credits; 2 lecture hours; 2 lab hours

Proficiency Requirements: Basic Reading; Basic Writing

Electives: Satisfies Liberal Arts, Humanities, Literature, Free

Description: In this advanced film course, students undertake an intensive study of Hitchcock's work with analysis from cultural, social, literary, philosophical, and cinematic perspectives. Students will view and discuss at least 16 of the legendary director's 53 films.

LIT 235 Documentary Film

3 credits; 2 lecture hours; 2 lab hours

Proficiency Requirements: Basic Reading; Basic Writing

Prerequisites: None

Electives: Satisfies Liberal Arts, Humanities, Literature, Free

Description: This course examines documentary (nonfiction) films as a separate cinematic genre with special emphasis on aesthetic criteria as well as on technological understanding. Students, working in groups, will make a documentary film or video. The class fosters an historic understanding of the development of the documentary.

LIT 241 Women and Love in Literature

3 credits; 3 lecture hours

Proficiency Requirements: Basic Reading; Basic Writing

Prerequisites: None

Electives: Satisfies Liberal Arts, Humanities, Literature, Free

Description: Through works primarily by women in several genres from a variety of times and places, this course will explore multiple definitions of love and examine love's role, as presented in literature, in women's lives and relationships.

LIT 243 Women's Lives-Recorded and Imagined

3 credits; 3 lecture hours

Proficiency Requirements: Basic Reading; Basic Writing

Prerequisites: None

Electives: Satisfies Liberal Arts, Humanities, Literature, Free

Description: Presenting women's lives, primarily in women's words, through biography, autobiography, journals, letters, poetry and fiction, this course includes women from all walks of life, famous, infamous, and previously unknown, exploring both historic and imaginative limits and possibilities for women. Students will develop critical perspectives on uses of literary sources and will apply what they learn to contemporary women's lives.

LIT 251 Mythology and Literature

3 credits; 3 lecture hours

Proficiency Requirements: Basic Reading; Basic Writing

Prerequisites: None

Electives: Satisfies Liberal Arts, Humanities, Literature, Free

Description: Using texts ranging from the Bible and Homer's epics to contemporary literary works, this course introduces mythological approaches to such subjects as heroism, place, time, family, and human nature.

LIT 252 Women in Mythic Literature

3 credits; 3 lecture hours

Proficiency Requirements: Basic Reading; Basic Writing

Prerequisites: None

Electives: Satisfies Liberal Arts, Humanities, Literature, Free

Description: This course examines female figures including goddesses, priestesses, heroines, and other fictional and legendary humans, as they appear in mythic literature; special attention will be given to religious, psychological, literary, archetypal, and global linkage. Works studied may include familiar authors from the European and American classical traditions as well as modern treatments of mythic literature from Native American, Asian, South American, Indian, or other literary heritages.

LIT 261 Major Writers

3 credits; 3 lecture hours

Proficiency Requirements: Basic Reading; Basic Writing

Prerequisites: None

Electives: Satisfies Liberal Arts, Humanities, Literature, Free

Description: This course examines the principal works of one or two major writers of Classical, European, British, American, Latin American, Asian or African literature. The author or authors will differ each semester.

LIT 262 Poetry

3 credits; 3 lecture hours

Proficiency Requirements: Basic Reading; Basic Writing

Prerequisites: None

Electives: Satisfies Liberal Arts, Humanities, Literature, Free

Description: This course stresses close critical reading and discussion of selected poems, with emphasis on the poems of the 20th century. There will be a consideration of the standard topics of poetry, such as, but not limited to, imagery, rhythm, structure, and purpose.

LIT 263 The Short Story

3 credits; 3 lecture hours

Proficiency Requirements: Basic Reading; Basic Writing

Prerequisites: None

Electives: Satisfies Liberal Arts, Humanities, Literature, Free

Description: This course stresses close critical reading and discussion of selected short stories written by 19th and 20th century authors from around the world, with special emphasis on works by American writers.

LIT 264 The Novel

3 credits; 3 lecture hours

Proficiency Requirements: Basic Reading; Basic Writing

Prerequisites: None

Electives: Satisfies Liberal Arts, Humanities, Literature, Free

Description: This course is a study of the various forms and possibilities of the novel. Students will read novels and consider the concept of this genre. Readings, including critical and historical essays, will differ each semester.

LIT 267 Children's Literature

3 credits; 3 lecture hours

Proficiency Requirements: Basic Reading; Basic Writing

Prerequisites: None

Electives: Satisfies Liberal Arts, Humanities, Literature, Free

Description: A survey of 19th and 20th century children's literature, this course will examine the criteria of good literature, children's interests and developmental stages related to books, various genres of children's literature, children's book awards, illustrators and authors, and reference sources.

LIT 271 World Literature I

3 credits; 3 lecture hours

Proficiency Requirements: Basic Reading; Basic Writing

Prerequisites: None

Electives: Satisfies Liberal Arts, Humanities, Literature, Free

Description: This course is a study of world literature from the beginnings through 1650. Readings will include poetry and prose and the course will consider the literary, cultural and historical significance of the literature from Western and Non-Western traditions.

LIT 272 World Literature II

3 credits; 3 lecture hours

Proficiency Requirements: Basic Reading; Basic Writing

Prerequisites: None

Electives: Liberal Arts, Humanities, Literature, Free

Description: This course is a study of world literature from 1650 to the present. Readings will include poetry and prose and the course will consider the literary, cultural and historical significance of the literature from Western and Non-Western traditions.

MAS – Medical Assistant

MAS 101 Foundations of Medical Assisting

3 credits; 2 lecture hours; 2 lab hours

Proficiency Requirements: College Reading, Basic Math

Prerequisites: Enrollment in Medical Assistant Certificate Program

Electives: Satisfies Free

Description: This course introduces the student to the basic skills that are preformed by the medical assistant in the medical office. The course will emphasize building skills on scientific principles and physiologic processes. Skills included are vital signs, documentation, positioning and draping, EKG techniques, aseptic techniques and introduction to pharmacology.

MAS 110 Advanced Medical Assisting Skills

3 credits; 2 lecture hours; 2 lab hours

Proficiency Requirements: College Reading, Basic Math

Prerequisites: A grade of "C" or better in MAS 101 Foundations of Medical Assisting

Corequisites: MRT102 or by permission of instructor

Electives: Satisfies Free

Description: This course further develops clinical skills and prepares students to perform complex medical procedures in the medical office or clinic. With the understanding of anatomic structures, physiologic processes and scientific principles students will develop skills in the following areas: pharmacology, medication, administration, minor surgery and medical office exams.

MAS 120 Clinical Laboratory Procedures

3 credits; 2 lecture hours; 3 lab hours

Proficiency Requirements: College Reading , Basic Math

Prerequisites: A grade of "C" or better in MAS101 Foundations of Medical Assisting and HES104 Medical Office Administration or by permission of instructor

Electives: Satisfies Free

Description: This course is designed to provide medical assistant students with the basic clinical laboratory principles and skills used in a physician's office. Topics to include microscopy, specimen identification and collection, urinalysis, phlebotomy, hematology, laboratory safety and microbiology.

MAS 150 Medical Assistant Seminar

1 credit; 1 lecture hour

Proficiency Requirements: College Reading; Basic Math

Prerequisites: Enrollment in Medical Assistant Certificate Program

Corequisites: MAS110 and MAS120

Electives: Satisfies Free

Description: This course explores the professional issues that affect the medical assistant. Current trends in education, certification and employment will be discussed and their impact on the practicing medical assistant will be emphasized. Communication skills that will enhance the performance of the medical assistant will also be reviewed. Employment seeking techniques such as resume preparation and interviewing skills will be included.

MAS 190 Medical Assisting Practicum

4 credits; 16 practicum hours per week

Proficiency Requirements: College Reading, Basic Math

Prerequisites: A grade of "C" or better in MAS 101 Foundations of Medical Assisting and HES 104 Medical Office Administration

Corequisites: MAS110 and MAS120 or by permission of instructor

Electives: Satisfies Free

Description: This course requires a minimum of 240 hours of supervised, non-salaried experience in a variety of health care settings. Students will be assigned to clinical sites.

MAS 203 Electrocardiographic (EKG) Techniques

2 credits; 1 lecture hours; 2 lab hours

Proficiency Requirements: Basic Reading, Basic Writing

Prerequisites:: None

Electives: Satisfies Free

Description: This course will include the anatomy and physiology of the circulatory system. Units on electrocardiographic techniques, cardiac arrhythmia, recognition and the role of the EKG technician are included. Students will have the opportunity to practice EKGs in the lab setting.

MAT – Mathematics

PLEASE NOTE: The following courses (MAT010, MAT021, MAT022) are developmental courses and DO NOT carry graduation credit. They are NOT usually transferable. Since these are mandated courses, students who do not meet the exit criteria will be required to repeat them.

MAT 010 Basic Math

3 credits; 2 lecture hours; 2 lab hours

Proficiency Requirements: None

Prerequisites: Placement from assessment exam or by permission of instructor

Electives: Satisfies None

Description: This course is designed to provide basic mathematical skills required in other courses. Topics include complete review of arithmetic and an introduction to algebra and geometry, emphasizing practical applications.

MAT 021 Basic Algebra I

3 credits; 2 lecture hours; 2 lab hours

Proficiency Requirements: None

Prerequisites: C or better in MAT010 or placement from assessment exam or by permission of instructor

Electives: Satisfies None

Description: This course is designed to prepare students for other courses which require basic skills in algebra. Topics include number systems, variable expressions, linear equations and inequalities, geometry, graphing and systems.

MAT 022 Basic Algebra II

3 credits; 2 lecture hours; 2 lab hours

Proficiency Requirements: None

Prerequisites: C or better in MAT021 or placement from assessment exam or by permission of instructor

Electives: Satisfies None

Description: This course is designed as a sequel to Basic Algebra I or as a first course for students who have had at least one year of high school algebra. Topics include polynomials, factoring, algebraic fractions, exponents, radicals and quadratic equations.

MAT 101 Business Mathematics

3 credits; 3 lecture hours

Proficiency Requirements: Basic Reading, Basic Writing

Prerequisites: None

Electives: Satisfies Free, Liberal Arts, Mathematics

Description: This course covers the mathematics used in business transactions. It will begin with a review of basic math skills and then cover topics such as banking, discounts, simple interest, compound interest, annuities, and taxes. This course will not carry graduation credit in some programs. Check individual programs for math requirements.

MAT 111 Contemporary Math I

3 credits; 3 lecture hours

Proficiency Requirements: College Reading

Prerequisites: None

Electives: Satisfies Liberal Arts, Free, Mathematics

Description: This course surveys some of the important ideas and practical applications in mathematics. Topics such as problem solving, finance, number concepts, art and math, and math modeling are included. Critical thinking, problem solving strategies, and the use of appropriate technology will be included throughout the course.

MAT 112 Contemporary Math II

3 credits; 3 lecture hours

Proficiency Requirements: College Reading

Prerequisites: None

Electives: Satisfies Liberal Arts, Free, Mathematics

Description: This course surveys some of the important ideas and practical applications in mathematics. Topics such as probability, statistics, exponential growth and decay, and networks are included. Critical thinking, problem solving strategies and the use of appropriate technology will be included throughout the course.

MAT 115 Math for Electronics

4 credits; 4 lecture hours

Proficiency Requirements: College Reading

Prerequisites: C or better in MAT021 or by permission of instructor

Electives: Satisfies Free, Liberal Arts, Mathematics

Description: This course is intended solely for students enrolled in certain technical programs and certificates and will not carry graduation credit in non-technology programs. Topics include algebraic fractions, radicals, systems of equations, inequalities, and quadratic equations; as well as topics in trigonometry, complex numbers, and DC series circuits. It will prepare students for College Algebra & Trigonometry.

MAT 120 College Algebra

3 credits; 2 lecture hours; 2 lab hours

Proficiency Requirements: College Reading

Prerequisites: C or better in MAT022 or by permission of instructor

Electives: Satisfies Liberal Arts, Free, Mathematics

Description: This course provides a comprehensive knowledge of algebra with an emphasis on graphing to visualize and solve real life problems. Topics include linear and quadratic modeling, solutions of equations and inequalities, graphing, analysis of functions, logarithmic and exponential functions, and systems of equations. A graphing calculator is required. The TI 83 Plus calculator is used for classroom demonstrations. Credit not given for both College Algebra and College Algebra & Trig.

MAT 121 Mini - Trig

1 credit; 1 lecture hour

Proficiency Requirements: College Reading

Prerequisites: None

Electives: Satisfies Liberal Arts, Mathematics, Free

Description: This course provides an introduction to trigonometry and is designed for the student with two years of high school algebra, but little or no trigonometry. This course covers all the trigonometric topics discussed in MAT130 College Algebra & Trigonometry.

MAT 125 Statistics

4 credits; 4 lecture hours

Proficiency Requirements: College Reading

Prerequisites: C or better in MAT120 College Algebra or by permission of instructor

Electives: Satisfies Liberal Arts, Free, Mathematics

Description: This is a project-based introductory course in descriptive and inferential statistics. Methods of descriptive statistics include frequency distributions, common measures of central tendency and variability, elementary concepts of probability, and certain probability distributions such as the normal and binomial. Methods of inferential statistics include the Central Limit Theorem, confidence intervals and hypothesis testing for both large and small samples, and correlation and regression analysis. A project and a computer lab component are incorporated. A graphing calculator is required. The TI 83 Plus is used for classroom demonstrations.

MAT 130 College Algebra & Trig

4 credits; 4 lecture hours

Proficiency Requirements: College Reading

Prerequisites: C or better in MAT022 Basic Algebra II or MAT115 Math for Electronics or by permission of instructor

Electives: Satisfies Liberal Arts, Free, Mathematics

Description: This is the first course in a 2-semester sequence. This course and its sequel MAT140 Advanced Algebra & trig are intended as preparation for the calculus sequence. Topics include linear and quadratic modeling; solutions of equations and inequalities; symmetry, translations and reflections of graphs; analysis of functions; trig functions; vectors; DeMoivre's Theorem; and determinants. A graphing calculator is used. Credit not given for both College Algebra and College Algebra & Trig.

MAT 140 Advanced Algebra and Trig

4 credits; 4 lecture hours

Proficiency Requirements: College Reading

Prerequisites: C or better in MAT 130 or by permission of instructor

Electives: Satisfies Liberal Arts, Free, Mathematics

Description: This is the second course in a 2-semester precalculus sequence. Algebra topics include polynomial, rational and inverse functions, systems of equations, and matrices. Transcendental topics include trigonometric identities, inverse trigonometric, exponential, and logarithmic functions. A graphing calculator is required.

MAT 171 Calculus for Business/Social/Life Sciences

4 credits; 4 lecture hours

Proficiency Requirements: College Reading

Prerequisites: C or better in MAT120 College Algebra or by permission of instructor

Electives: Satisfies Free, Liberal Arts, Mathematics

Description: Topics included in this algebra based course are polynomial, exponential and logarithmic functions, limits, differentiation, and integration. Special emphasis is given to applications in business, social, and life sciences. A graphing calculator is required. A TI83 Plus calculator is used for class demonstrations.

MAT 251 Calculus I

4 credits; 4 lecture hours

Proficiency Requirements: College Reading

Prerequisites: C or better in MAT 140 or by permission of instructor

Electives: Satisfies Liberal Arts, Free Elective, Mathematics

Description: The first course in a 3-semester sequence. This sequence is designed for the Engineering, Science or Mathematics major who need to master the techniques of calculus. Beginning with functions and limits, this course includes techniques and applications of differentiation, indefinite and definite integrals. A graphing calculator is required.

MAT 252 Calculus II

4 credits; 4 lecture hours

Proficiency Requirements: College Reading

Prerequisites: C or better in MAT 251 or by permission of instructor

Electives: Satisfies Liberal Arts, Free, Mathematics

Description: The second course in a 3-semester sequence. This course is a continuation of MAT251 Calculus I. Topics include: applications of integration including, area and volume, techniques of integration, improper integrals and power series. A graphing calculator is required.

MAT 253 Calculus III

4 credits; 4 lecture hours

Proficiency Requirements: College Reading

Prerequisites: C or better in MAT252 or by permission of instructor

Electives: Satisfies Liberal Arts, Free, Mathematics

Description: The third course in a 3-semester sequence. This course is a continuation of MAT251 Calculus I and MAT252. Topics include vector calculus, partial differentiation and multiple integration. A graphing calculator is required.

MAT 254 Differential Equations

4 credits; 4 lecture hours

Proficiency Requirements: College Reading

Prerequisites: C or better in MAT252 or by permission of instructor

Electives: Liberal Arts, Free, Mathematics

Description: This course includes fundamentals of ordinary linear differential equations, LaPlace Transforms and numerical methods of solutions.

MGT – Management

MGT 103 Small Business Management

3 credits; 3 lecture hours

Proficiency Requirements: Basic Reading, Basic Writing

Prerequisites: None

Electives: Satisfies, Business, Free

Description: Covers the challenges and objectives of owning a small business. Entrepreneurship is explored from the point of view of its characteristics and qualities, which have been historically identified by successful entrepreneurs. Full planning and executing of the startup of a small business and/or entering an existing business is presented.

MGT 201 Principles of Management

3 credits; 3 lecture hours

Proficiency Requirements: Basic Reading, Basic Writing

Prerequisites: None

Electives: Satisfies Business, Free

Description: An introduction to the principles and practices of management, with emphasis on the management functions of planning, organizing, influencing and controlling. The course serves the dual purpose of giving the students a basic foundation of management concepts and an understanding of the organization within which they must work.

MGT 205 Human Resource Management

3 credits; 3 lecture hours

Proficiency Requirements: College Reading, Basic Writing

Prerequisites: None

Electives: Satisfies Business, Free

Description: Principles and human relations problems involved in the administration of personnel. Topics include job analysis and specification, recruitment, selection and training, job evaluation, supervision of employees, and salary and wage administration and labor relations. The laws impacting employees (regardless of status) and their rights are presented.

MGT 215 Teaming & Group Problem Solving

3 credits; 3 lecture hours

Proficiency Requirements: College Reading, Basic Writing

Prerequisites: None

Electives: Satisfies Business, Free

Description: This course provides interactive practice and procedure in team problem solving and decision-making. Students participate on-line with several class members to map out a process for exploring and generating solutions to a problem. In-class activities include planning a business process with a small group of team members, learning interpersonal skills, group dynamics and a seven-stem problem solving process. Customer focus issues are featured. Many key business skills are covered.

MKT – Marketing

MKT 210 Principles of Marketing

3 credits; 3 lecture hours

Proficiency Requirements: Basic Reading, Basic Writing

Prerequisites: None

Electives: Satisfies Business, Free

Description: This course deals with the study and analysis of the basic principles, theories, problems, and practices of marketing in our modern ever changing economic environment. Emphasis is placed on the marketing functions, planning and the distribution of goods and services from the producer to the ultimate consumer. The marketing mix (product, price, place, and promotion) is presented as a controllable variable to target market segments, which have unmet needs and wants that a firm can satisfy and be profitable. Market research and information technology tools of the marketing manager are explored.

MKT 211 Advertising

3 credits; 3 lecture hours

Proficiency Requirements: Basic Reading, Basic Writing

Prerequisites: None

Electives: Satisfies Business, Free

Description: This course is a survey of the social, historical, and electronic role of advertising and its application in business. Topics will include advertising planning, media, strategy, creative execution, consumer behavior, campaign management, and the role of advertising agencies and governmental regulations.

MKT 212 Salesmanship

3 credits; 3 lecture hours

Proficiency Requirements: Basic Reading, Basic Writing

Prerequisites: None

Electives: Satisfies Business, Free

Description: This course will emphasize that successful selling requires the ability to develop strategic alliances and maintain long-term partnerships. Students will develop the behavioral aspects of the persuasion process; a systematic

approach to selling which the student can use to develop effective techniques which fit his/her personality and particular situation.

MRT – Medical Records Technology

MRT 101 Introduction to Medical Language I

3 credits; 3 lecture hours

Proficiency Requirements: Basic Reading, Basic Writing

Electives: Satisfies Free

Description: A study of basic prefixes, suffixes, roots, abbreviations, symptomatic disease, operative, and drug terminology. Terms will be taught by anatomical system with lectures on the anatomy of the system included. The following systems are covered: integumentary, musculoskeletal, cardiovascular, blood and blood forming organs.

MRT 102 Introduction to Medical Language II

3 credits; 3 lecture hours

Proficiency Requirements: Basic Reading, Basic Writing

Prerequisites: MRT101 Introduction to Medical Language I or by permission of instructor

Electives: Satisfies Free

Description: A study of prefixes, suffixes, roots, abbreviations, symptomatic disease, and operative terminology of the following systems are covered: digestive, respiratory, neurological, urogenital, maternal and antenatal, endocrine, organs of special sense, and systemic diseases. Also selected laboratory terms and selected medical terms relating to psychiatry are covered.

MRT 103 Coding & Classification for Medical Billing

3 credits; 3 lecture hours

Proficiency Requirements: Basic Writing; College Reading

Prerequisites: MRT101 Introduction to Medical Language I, CIS110 Computer Applications or by permission of instructor

Corequisites: MRT102 Introduction to Medical language II

Electives: Satisfies Free

Description: Familiarizes students with basic coding principles. Topics include format and conventions of ICD9-CM and HCPCS/CPT. These coding systems allow clinical statements to be translated into code numbers that are linked to reimbursement, and facilitate processing claims in accordance with payer requirements.

MRT 104 Medical Billing Administration

3 credits; 3 lecture hours

Proficiency Requirements: Basic Writing; College Reading

Prerequisites: CIS110 Computer Applications

Corequisites: MRT103 Coding and Classification for Medical Billing or by permission of instructor

Electives: Satisfies Free

Description: Teaches skills in the management of patient medical accounts using standard healthcare third party billing methodologies. Topics include insurance claim life cycle, analysis of common medical programs such as Blue Cross, Medicare, Medicaid, HMOs etc., billing forms, recording account transactions, legal issues, and handling patient inquiries. A standard medical billing software tool will be used in completing the practical application requirements of the course.

MRT 111 Medical Record Transcription I

3 credits; 4 lecture hours

Proficiency Requirements: Basic Writing; Basic Reading

Prerequisites: Keyboarding skills of 35 wpm with 5 errors or less

Corequisites: MRT101 Introduction to Medical Language

Electives: Satisfies Free

Description: Introduction to the role of the transcriptionist in health record services. It covers the operation of a computer and transcribing equipment; techniques of transcription; and transcribing of sample medical communications, such as basic history and physical examination, reports of specialty departments (e.g., e-ray, pathology, EKG's, etc.) Also covered, the typing of various medical forms, admission records, group hospital insurance forms, doctor's service reports, patient transfer forms, etc.; the use of medical references with cross referencing; the proper spelling and punctuation of both common and medical terms. Quality of transcription emphasized rather than quantity.

MRT 112 Medical Record Transcription II

3 credits; 4 lecture hours

Proficiency Requirements: Basic Writing; Basic Reading

Prerequisites: MRT111

Electives: Satisfies Free

Description: Development of medical transcription at a productive speed with accuracy. Units of history and physical examinations, surgical reports, and discharge summaries covering the areas of cardiology, obstetrics-gynecology, orthopedics, respiratory, gastroenterology, plastic surgery, urology, neurology, psychiatry, otorhinolaryngology, ophthalmology, and endocrinology-oncology. Rate of production is measured. Also medical timed writings and a review of English grammar, usage and style given.

MRT201 Health Information Coding & Classification

3 credits; 3 lecture hours

Proficiency Requirements: Basic Writing, College Reading

Prerequisites: BIO122 Anatomy and Physiology II; MRT102 Introduction to Medical Language II; BIO210 Fundamentals of Disease Process concurrently or by permission of instructor

Electives: Satisfies Free

Description: Includes history, format and conventions of the International Classification of Diseases. The guidelines and coding principles, that allow clinical statements to be translated into codes will be explored, including explanations of encoders (software packages) that facilitate encoding exercises.

MRT 204 Reimbursement, Compliance & Coding Issues

3 credits; 3 lecture hours

Proficiency Requirements: Basic Writing; College Reading

Prerequisites: BIO122 Anatomy and Physiology II; MRT102 Medical Language II, BIO210 Fundamentals of Disease or by permission of the instructor

Electives: Satisfies Free

Description: Topics covered include the coding system required in order for a facility to receive maximum reimbursement (e.g. HCPCS/CPT, a coding system required for medical billing physician and other selected clinical services including some outpatient hospital services). Compliance issues as they relate to coding will be covered in this course. Patient case records will be utilized in the course.

MRT 290 Medical Billing Internship

3 credits; 150 practicum hours

Proficiency Requirements: Basic Writing, College Reading

Prerequisites: MRT103 Coding and Classification for Medical Billing and MRT104 Medical Billing Administration or by permission of instructor

Electives: Satisfies Free

Description: The student will apply the billing, coding and patient account in management principles learned in the classroom, under direct supervision of a third party billing professional in a health care facility and/or physician's office. The coding systems applied will be ICD-9-CM and CPT-4 and billing for a variety of third party payers. (Note: Students must provide own transportation. Malpractice insurance is necessary. Students must have completed all course work prior to internship. Mandatory orientation meeting semester prior to internship.)

MRT 293 Coding & Classification Practicum

1 credit; 45 practicum hours

Proficiency Requirements: Basic Writing, College Reading

Prerequisites: MRT201 Health Information Coding & Classification and MRT204 Reimbursement, Compliance and Coding Issues or by permission of instructor

Electives: Satisfies Free

Description: The student will apply the principles of coding learned in the classroom under direct supervision of a coder/analyst at the affiliating health care facility. The coding systems applied will be ICD-9-CM and CPT 4. Note: Student must provide their own transportation. Malpractice insurance is necessary.

MUS – Music

MUS 101 Introduction to Music

3 credits; 3 lecture hours

Proficiency Requirements: None

Prerequisites: None

Electives: Satisfies Fine & Performing Arts/Foreign Language/Philosophy & Religion, Humanities, Liberal Arts, Free

Description: Introduction to Music is a course in the appreciation of music of European, American and non-Western cultures from classical to rock. Emphasis will be on listening skills, expansion of listening perception, and the elements of music.

MUS 102 Survey of Music: Ancient to Modern Times

3 credits; 3 lecture hours

Proficiency Requirements: None

Prerequisites: None

Electives: Satisfies Fine & Performing Arts/Foreign Language/Philosophy & Religion, Humanities, Liberal Arts, Free

Description: Survey of Music is a chronological survey of the music of Western civilization from ancient to modern times. Emphasis is on the historical evolution of musical styles. Students will study great works of music including some aspects of non-western music. Comparisons of music of the past will be made with music of the present.

MUS 121 Music Reading & Theory I

3 credits; 3 lecture hours

Proficiency Requirements: None

Prerequisites: None

Electives: Satisfies Fine & Performing Arts/Foreign Language/Philosophy & Religion, Humanities, Liberal Arts, Free

Description: In Music Reading and Theory I, reading is introduced and developed through computer assisted instruction as well as lectures, discussions and listening. Students will study various styles of music such as rock, pop, jazz and classical. Students will be taught to read and notate pitch, rhythm and music symbols and will learn construction of major scales.

MUS 122 Music Reading & Theory II

3 credits; 3 lecture hours

Proficiency Requirements: None

Prerequisites: MUS121 - Music Reading and Theory I or by permission of instructor

Electives: Satisfies Fine & Performing Arts/Foreign Language/Philosophy & Religion, Humanities, Liberal Arts, Free

Description: Music Reading and Theory II is a continuation of the content and methods used in Music Reading I with advanced exercise in reading and writing music. Development or knowledge about minor scales, intervals, harmony from the triad to the seventh chord, cadences, non-harmonic tones, chord progressions with harmonization of melody and music composition in the song form.

MUS 131 Piano I

3 credits; 2 lecture hours; 2 lab hours

Proficiency Requirements: None

Prerequisites: None

Electives: Satisfies Fine & Performing Arts/Foreign Language/Philosophy & Religion, Humanities, Liberal Arts, Free

Description: Piano I is designed to provide students with a strong background in playing the piano. Students will receive training in technique, intervals, ear training, rhythm, fingering, basic harmony, performance, and ensemble playing. The course will introduce students to piano literature in its historical perspective and effective practice methods. It is open to beginners or to those who want to improve on skills already acquired.

MUS 132 Piano II

3 credits; 2 lecture hours; 2 lab hours

Proficiency Requirements: None

Prerequisites: MUS131 Piano I or by permission of instructor

Electives: Satisfies Fine & Performing Arts/Foreign Language/Philosophy & Religion, Humanities, Liberal Arts, Free

Description: Piano II is designed to continue and further establish a strong foundation in playing the piano. Students will receive more advanced training in technique, intervals, ear training, rhythm, fingering, basic harmony, performance and ensemble playing appropriate to level two. The course develops the effective practice methods introduced in MUS130 Piano I with more challenging piano literature in its historical perspective.

MUS 141 Performance Ensemble

3 credits; 2 lecture hours; 2 lab hours

Proficiency Requirements: None

Prerequisites: None

Electives: Satisfies Fine & Performing Arts/Foreign Language/Philosophy & Religion, Humanities, Liberal Arts, Free

Description: Performance Ensemble will create ensembles of all sizes in rock, folk, jazz and classical music organized for the purpose of gaining experience in preparing and performing music before audiences. Videotape and cassette recordings of class performances are made for study purposes. Students enrolling must be capable of performing on a musical instrument or as a singer.

MUS 142 Performance Ensemble II

3 credits; 2 lecture hours; 2 lab hours

Proficiency Requirements: None

Prerequisites: MUS141 Performance Ensemble

Electives: Satisfies Fine & Performing Arts/Foreign Language/Philosophy & Religion, Humanities, Liberal Arts, Free

Description: Performance Ensemble II is a continuation of MUS141 Performance Ensemble I with the requirement of further progress and musical development.

MUS 151 Chorus I

3 credits; 2 lecture hours; 2 lab hours

Proficiency Requirements: None

Prerequisites: None

Electives: Satisfies Fine & Performing Arts/Foreign Language/Philosophy & Religion, Humanities, Liberal Arts, Free

Description: Students in Chorus I become the Northern Essex Community College Chorus which performs music from pop to classical in concert. Experience in singing, vocal-part learning and performance is developed. Auditions will be held for voice placement. It is recommended that students take MUS121 Music Reading & Theory I at the same time.

MUS 152 Chorus II

3 credits; 2 lecture hours; 2 lab hours

Proficiency Requirements: None

Prerequisites: MUS151 Chorus I

Electives: Satisfies Fine & Performing Arts/Foreign Language/Philosophy & Religion, Humanities, Liberal Arts, Free

Description: Students in Chorus II become the Northern Essex Community College Chorus which performs music from pop to classical in concert,. Experience in singing, vocal-part learning and performance is developed. Students will need to demonstrate skills in reading music. It is recommended that students take MUS122 Music Reading & Theory II at the same time.

MUS 161 Harmony

3 credits; 2 lecture hours; 2 lab hours

Proficiency Requirements: None

Prerequisites: None

Electives: Satisfies Fine & Performing Arts/Foreign Language/Philosophy & Religion, Humanities, Liberal Arts, Free

Description: Harmony is an intensive study of key signature, modes, intervals and triads leading to the basic principles involved in part writing, as exemplified by the music of the Common Practice period. Systematic investigation of the problems involving the use of dissonance (non-harmonic tones) within a basic four-part format. Correlated outside work.

MUS 211 Music Technology: Sound

3 credits; 3 lecture hours

Proficiency Requirements: None

Prerequisites: None

Electives: Satisfies Fine & Performing Arts/Foreign Language/Philosophy & Religion, Humanities, Liberal Arts, Free

Description: Music Technology: Sound introduces musical sound through experiential activities in manipulating sound using sampling processing with computer software programs. The sampling process involves digitally recording a sound and manipulating it through techniques such as looping, envelope shaping, filtering and combining tones. Introduction to aspects of MIDI (Musical Instrument Digital Interface) is included.

MUS 212 Music Technology: Composition

3 credits; 3 lecture hours

Proficiency Requirements: None

Prerequisites: None

Electives: Satisfies Fine & Performing Arts/Foreign Language/Philosophy & Religion, Humanities, Liberal Arts, Free

Description: The focus of Music Technology: Composition is to create music composition using a computer and the multi-tracking techniques of sequencing and recording. The course will cover use and understanding of the Musical Instrument Digital Interface (MIDI) protocol. Students develop their own compositions at the level of their own ability and music knowledge. Selected compositions will be presented in a college concert.

NUR – Nursing

NUR 010 LPN to RN Transition

1 credit; 1 lecture hour

Proficiency Requirements: College Reading, Basic Writing, Basic Algebra II

Prerequisites: Acceptance into Advanced Placement for the ADN Option plus CIS101, NUR101, NUR102, BIO121, BIO122, ENG101, ENG102, PSY101, PSY201

Description: This course is a prerequisite for students accepted for Advanced Placement into the ADN Option. This course is designed to facilitate the successful transition from the role of LPN to that of a future RN Emphasis is placed on nursing content review to support students entering the third semester of the Option and concepts to ensure success in a demanding and rigorous program. This course will assist students in integrating the philosophy and objectives of the ADN option into their program of study.

NUR 101 Nursing I

8 credits; 4 lecture hours; 2 lab hours; 10 practicum hours

Proficiency Requirements: College Reading, Basic Writing, Basic Algebra II

Prerequisites: CIS101, Acceptance into the ADN Option

Corequisites: BIO121, ENG101, PSY101

Description: An introductory nursing course in which students learn how clients are challenged to maintain optimum wellness. The nursing process is presented and students begin to apply this in a variety of healthcare settings. This course focuses on developing basic assessment skills in providing holistic, safe and ethical care to culturally diverse clients. Students also learn beginning nursing skills in the laboratory setting.

NUR 102 Nursing II

8 credits; 4 lecture hours; 2 lab hours; 10 practicum hours

Proficiency Requirements: College Reading, Basic Writing, Basic Algebra II

Prerequisites: CIS101, NUR101, BIO121, ENG101, PSY101

Corequisites: BIO122, ENG102, PSY201

Description: This course continues to build on the theoretical and clinical foundations developed in Nursing I. The focus is on applying the nursing process to further develop assessment skills and interventions that promote and restore the health status of culturally diverse clients across the lifespan in a variety of healthcare settings. Teaching/learning principles are emphasized when planning and providing nursing care. Students continue to learn more advanced nursing skills in the laboratory setting.

NUR 203 Nursing III

8 credits; 4 lecture hours; 12 practicum hours

Proficiency Requirements: College Reading, Basic Writing, Basic Algebra II

Prerequisites: CIS101, NUR101, NUR102, BIO121, BIO122, ENG101, ENG102, PSY101, PSY201

Corequisites: BIO220, PSY202, SOC101

Description: This course focuses on the holistic approach to nursing care of the childbearing and childrearing family and the client experiencing physical and mental health problems. Students become more self-directed and independent in application of the nursing process and critical thinking. Teaching/learning principles are expanded to include the development of clinical conferences for peers. A variety of clinical settings are utilized in caring for clients and families from culturally diverse backgrounds.

NUR 204 Nursing IV

10 credits; 5 lecture hours; 15 practicum hours

Proficiency Requirements: College Reading, Basic Writing, Basic Algebra II

Prerequisites: CIS101, NUR101, NUR102, NUR203, BIO121, BIO122, BIO220, ENG101, ENG102, PSY101, PSY201, PSY202, SOC101

Corequisites: NUR205 and Humanities Elective

Description: This course emphasizes holism in the nursing care of clients with complex health problems. Students integrate critical thinking concepts in the application of crisis intervention theory while caring for clients and families. A focus for this course is the application of delegation/leadership principles in the care of individuals and groups from culturally diverse backgrounds. Students utilize teaching/learning principles and lead clinical conferences.

NUR 205 Issues in Professional Nursing

1 credit; 1 lecture hour

Proficiency Requirements: College Reading, Basic Writing, Basic Algebra II

Prerequisites: CIS101, NUR101, NUR102, NUR203, BIO121, BIO122, BIO220, ENG101, ENG102, PSY101, PSY201, PSY202, SOC101

Corequisites: NUR204 and Humanities Elective

Description: Students critically examine contemporary issues and trends in nursing practice to facilitate effective transition into the professional role upon graduation. Topics include legal responsibilities, ethical decision-making and political forces affecting the practice of nursing. Emphasis is also given to the skills essential for successful entry into and retention in the profession of nursing.

PAR – Paralegal

PAR 100 Introduction to Paralegalism

3 credits; 3 lecture hours

Proficiency Requirements: Basic Reading, Basic Writing

Electives: Satisfies Free

Description: This introductory course is designed to prepare paralegals for the practical aspects of their future profession, including legal analysis, interviewing, investigation, computer applications in law, and law office administration. In addition, career expectations and employment opportunities are explored. Special considerations will be given to the regulation of paralegals and the ethical issues confronting the paralegal profession, such as conflicts of interest, confidentiality, and the unauthorized practice of law.

PAR 101 Legal Research & Writing I

3 credits; 3 lecture hours

Proficiency Requirements: College Reading

Prerequisites: ENG101 or by permission of instructor

Electives: Satisfies Free

Description: This course is designed to teach students how to use a law library, to perform legal research, to analyze legal problems, to write legal analysis in a variety of different formats, and to use computers as a research tool. Focus is on how to find legal materials, including federal and state case, constitutional, and statutory law. Students will learn to use digests and other finding tools, and will learn to update their research by shepardizing. Students will prepare case briefs, written analyses of several legal problems using the IRAC method, and an objective interoffice memorandum.

PAR 102 Legal Research & Writing II

3 credits; 3 lecture hours

Proficiency Requirements: College Reading

Prerequisites: ENG101; PAR101 or by permission of instructor

Electives: Satisfies Free

Description: This continuation of PAR101 is designed to teach students how to find secondary sources and federal and state regulatory sources. It also further develops students' legal analysis skills by requiring students to synthesize different sources of law. Students will prepare a demand letter, a motion with accompanying persuasive memorandum of law, and appellate brief selections.

PAR 201 Real Estate Law

3 credits; 3 lecture hours

Proficiency Requirements: College Reading

Prerequisites: ENG101; GOV110 or PAR100

Electives: Satisfies Free, Paralegal

Description: This course studies basic real estate law principles and practice, landlord/tenant law, zoning issues, and estate issues that relate to real property. The student will become familiar with the process of a residential real estate transaction: drafting a purchase and sale agreement; conducting a title examination; the elements of deeds, notes and mortgages; and the requirements and documentation necessary for a closing.

PAR 202 Litigation

3 credits; 3 lecture hours

Proficiency Requirements: College Reading

Prerequisites: ENG101; PAR101 or by permission of instructor

Electives: Satisfies Free

Description: This course studies the structure, jurisdiction, and procedure of the state and federal courts. Emphasis is on the development of the skills required of a paralegal including: choice of court, preparation of pleadings, use of rules of procedure, discovery procedure, motion practice, client intake, and case investigation.

PAR 203 Wills, Estates, & Trusts

3 credits; 3 lecture hours

Proficiency Requirements: College Reading

Prerequisites: ENG101; PAR101 or by permission of instructor

Electives: Satisfies Free, Paralegal

Description: This course studies laws and documents that affect the disposition of an individual's assets at death. Areas addressed include: estate administration, court and probate proceedings, types of wills and trusts, decent, distribution, and fiduciary accounting.

PAR 204 Corporate Law

3 credits; 3 lecture hours

Proficiency Requirements: College Reading

Prerequisites: ENG101; PAR101 or by permission of instructor

Electives: Satisfies Free, Paralegal

Description: This course first surveys the formation and structure of sole proprietorships, partnerships, and limited partnerships. It then focuses substantial attention on the formation and structure of corporations, covering topics such as financial structure, meetings, reorganization, dissolution, liquidation, mergers and acquisitions, and employment and compensation. Students will draft partnership agreements, as well as the articles of incorporation and bylaws of a corporation.

PAR 205 Family Law

3 credits; 3 lecture hours

Proficiency Requirements: College Reading

Prerequisites: ENG101; PAR101or by permission of instructor

Electives: Satisfies Free, Paralegal

Description: This course provides an overview of a family law practice. It addresses fundamental topics including marriage, divorce, annulment, custody and support along with emerging areas such as legal recognition of non-marital families and family violence. Attention is given to coverage of legal principles, ethical issues, research, interviewing, drafting, and other essential practice skills.

PAR 206 Tort Law

3 credits; 3 lecture hours

Proficiency Requirements: College Reading

Prerequisites: ENG101; PAR101 or by permission of instructor

Electives: Satisfies Free, Paralegal

Description: This course emphasizes substantive tort law topics including intentional torts (assault, battery, and false imprisonment), negligence, professional malpractice, strict liability, and products liability. Students will draft and respond to tort-related pleadings, discovery, and motions.

PAR 207 Computer Applications in the Law

3 credits; 3 lecture hours

Proficiency Requirements: College Reading

Prerequisites: ENG101; PAR101; CIS110 or higher

Electives: Satisfies Free, Paralegal

Description: This course surveys legal software applications including, but not limited to, litigation support database systems, timekeeping, advanced computerized legal research, and docketing/calendaring software. Hands-on legal training is emphasized. Emphasis will also be placed on functions in Microsoft Office software that are particularly useful in a legal setting.

PAR 291 Paralegal Practicum

3 credits; 1 lecture hour; 8 practicum hours

Proficiency Requirements: College Reading

Prerequisites: ENG101; PAR100; PAR101; PAR102 and two paralegal electives (PAR) or by permission of instructor

Electives: Satisfies Free

Description: This practicum provides an opportunity for students enrolled in the Paralegal Program to gain on-the-job experience by working in an internship that requires the performance of paralegal-related tasks. Students will submit a Training Agreement, which outlines five objectives for the internship and the plan for their successful completion. Students will also create a resume and cover letter, maintain a journal, and submit other assignments as required by the instructor. Students will share their experiences with fellow students in the seminar.

PED – Physical Education/Sport & Leisure Studies

PED 101 Canoeing

1 credit; 1 lecture hour; 2 lab hours

Proficiency Requirements: None

Prerequisites: None

Electives: Satisfies Physical Education, Free

Description: This course will introduce the recreational sport of canoeing. Course topics will include: basic paddling strokes, self-rescue, types of equipment and places to canoe. All canoeing equipment is provided. This is a 1/2 semester course.

PED 102 Backpacking

1 credit; 1 lecture hour; 2 lab hours

Proficiency Requirements: None

Prerequisites: None

Electives: Satisfies Physical Education, Free

Description: This course will introduce the recreational sport of backpacking. Skills covered in this course will include trip and equipment planning, packing, cooking and hiking. This is a 1/2 semester course.

PED 103 Rock Climbing

1 credit; 1 lecture hour; 2 lab hours

Proficiency Requirements: None

Prerequisites: None

Electives: Satisfies Physical Education, Free

Description: Rock climbing is a fundamental course designed to instruct students in the basic techniques of rock climbing. Covered techniques will include belaying, repelling, ascents and descents. The proper use of personal climbing equipment and safety concerns will also be covered. All climbing equipment is provided. This is a 1/2 semester course.

PED 107 Mountain Biking

1 credit; 1 lecture hour; 2 lab hours

Proficiency Requirements: None

Prerequisites: None

Electives: Satisfies Physical Education, Free

Description: This course will introduce the recreational sport of Mountain Biking. Skills covered in this course will include bike maintenance and repair, safety, riding and rescue procedures. Environmental impact concerns will also be addressed. All equipment will be provided. This is a 1/2 semester course.

PED 121 Golf

1 credit; 1 lecture hour; 2 lab hours

Proficiency Requirements: None

Prerequisites: None

Electives: Satisfies Physical Education, Free

Description: This is a course covering the fundamentals of golf including, grip, stance, rules, swing and etiquette. Students will practice with long and short irons, drivers and putters. All equipment is provided. This is a 1/2 semester course.

PED 124 Weight Training

1 credit; 1 lecture hour; 2 lab hours

Proficiency Requirements: None

Prerequisites: None

Electives: Satisfies Physical Education, Free

Description: Weight Training is an introductory course covering the basic principles and skills of progressive resistance exercise. Principles of cardiovascular and flexibility exercise will also be presented. This is a 1/2 semester course.

PED 125 Walking For Fitness

1 credit; 1 lecture hour; 2 lab hours
Proficiency Requirements: None
Prerequisites: None
Electives: Satisfies Physical Education, Free
Description: This course covers the basics of walking as a lifelong fitness activity. Students of all ages and fitness levels participate in beneficial walking sessions and laboratory activities designed to improve fitness and total well-being. This is a 1/2 semester course.

PED 129 Cross-Country Skiing

1 credit; 1 lecture hour; 2 lab hours
Proficiency Requirements: None
Prerequisites: None
Electives: Satisfies Physical Education, Free
Description: This course includes the skills necessary for skiing uphill, downhill, striding on flat terrain, poling and using different types of skiing equipment. Class time will be spent outdoors skiing and practicing skills. All skiing equipment is provided. This is a 1/2 semester course.

PED 136 Self Defense

1 credit; 1 lecture hour; 2 lab hours
Proficiency Requirements: None
Prerequisites: None
Electives: Satisfies Physical Education, Free
Description: This course includes instruction and practice in self defense for men and women. Basic stance, kicks, punches, defenses, and specific moves are practiced and demonstrated by the student (not a belt degree program). This is a 1/2 semester course.

PED 145 Yoga I

2 credits; 1 lecture hour; 2 lab hours
Proficiency Requirements: Basic Reading
Prerequisites: None
Electives: Satisfies Physical Education, Free
Description: Yoga is a course in self-realization covering Hatha exercises and breathing, nutrition, relaxing, concentration and Eastern philosophy. Classes will consist of practice and discussion aimed at improving life through the wisdom of this timeless discipline.

PED 146 Yoga II

2 credits; 1 lecture hour; 2 lab hours
Proficiency Requirements: Basic Reading
Prerequisites: PED145 or by permission of instructor
Electives: Satisfies Physical Education, Free
Description: Yoga II is a continuation of Yoga I, a self enrichment course, covering Hatha exercises and breathing, nutrition, relaxing, concentration and Eastern philosophy. Emphasis in Yoga II is on the application of Yoga to everyday life; performing more challenging postures; and remaining in these positions longer.

PED 147 Aerobics in Theory & Practice

2 credits; 1 lecture hour; 2 lab hours
Proficiency Requirements: Basic Reading
Prerequisites: None
Electives: Satisfies Physical Education, Free
Description: Aerobics in Theory & Practice is an exercise and activity class emphasizing the physiological components of aerobic exercise and its effects on the cardiovascular system. Classes consist of various types of cardiovascular exercise and laboratory activities.

PED 161 Introduction to Careers in Physical Education

3 credits; 3 lecture hours
Proficiency Requirements: Basic Reading
Prerequisites: None
Electives: Satisfies Physical Education, Free
Description: Introduction to Careers in Physical Education is a career oriented course designed to introduce new students to the discipline of physical activity and the profession of physical education and the variety of related professions. Students will be introduced to the disciplines of study and career requirements in the physical activity professions.

PED 162 Foundations of Health Fitness

3 credits; 3 lecture hours
Proficiency Requirements: Basic Reading
Prerequisites: None
Electives: Satisfies Physical Education, Free
Description: Foundations of Health & Fitness is a course designed as an individual health improvement and maintenance program based on achieving wellness. The course merges fitness/exercise, nutrition/weight control and stress management into a single program to help students realize how healthy choices can lead to a better quality of life. Students are also provided with a series of physical fitness and wellness analyses.

PED 163 Fundamentals of Personal Training

3 credits; 3 lecture hours

Proficiency Requirements: Basic Reading

Prerequisites: PED162 Foundations of Health & Fitness

Electives: Satisfies Physical Education, Liberal Arts, Free

Description: This course will introduce students to the theory and practice of personal training. Students will learn the principles of exercise testing and prescription. The course will also focus on motivation, exercise adherence, and physical activity screening in apparently healthy individuals. Students will also be introduced to business management and legal issues of personal training.

PED 164 First Aid & CPR

3 credits; 3 lecture hours

Proficiency Requirements: Basic Reading

Prerequisites: None

Electives: Satisfies Physical Education, Free

Description: First Aid & CPR prepares the student to deal with most types of medical emergencies. Classes include simulated disaster, ambulance tour and practical skills. For students successfully completing requirements, a standard first aid and/or CPR certification is earned from the National Safety Council's Green Cross.

PHI – Philosophy

PHI 101 Introduction to Philosophy

3 credits; 3 lecture hours

Proficiency Requirements: Basic Reading, Basic Writing

Prerequisites: None

Electives: Satisfies Fine & Performing Arts/Foreign Language/Philosophy & Religion, Humanities, Liberal Arts, Free

Description: Introduction to Philosophy investigates the aims, nature and problems of philosophy with emphasis upon the theory of knowledge, metaphysics, ethics and philosophy of religion.

PHI 102 Issues in Philosophy

3 credits; 3 lecture hours

Proficiency Requirements: Basic Reading, Basic Writing

Prerequisites: None

Electives: Satisfies Fine & Performing Arts/Foreign Language/Philosophy & Religion, Humanities, Liberal Arts, Free

Description: Issues in Philosophy is critical analysis of the philosophic issues concerning human nature, freedom and determinism, aesthetics, social and political philosophy and philosophy of history.

PHI 110 Ethics

3 credits; 3 lecture hours

Proficiency Requirements: Basic Reading, Basic Writing

Prerequisites: None

Electives: Satisfies Fine & Performing Arts/Foreign Language/Philosophy & Religion, Humanities, Liberal Arts, Free

Description: Ethics is the study of representative ethical systems and how they deal with moral issues. Attention will be given to the meanings of basic terms and to the application of ethics to major personal and social problems of our times such as those in law, medicine, international issues, sexuality and lifestyle.

PHI 120 Introduction to Logic

3 credits; 3 lecture hours

Proficiency Requirements: Basic Reading, Basic Writing

Prerequisites: None

Electives: Satisfies Fine & Performing Arts/Foreign Language/Philosophy & Religion, Humanities, Liberal Arts, Free

Description: Introduction to Logic will inquire into the nature of critical thinking. Such topics as the functions of language, experimental truth and logical validity, the structure of deductive arguments, and the basic inductive methods will be considered.

PHI 121 Practical Logic

3 credits; 3 lecture hours

Proficiency Requirements: Basic Reading, Basic Writing

Prerequisites: None

Electives: Satisfies Fine & Performing Arts/Foreign Language/Philosophy & Religion, Humanities, Liberal Arts, Free

Description: Practical Logic is designed to introduce the student to the basics of reasoning, argumentation, and critical thinking. Included are criteria of sound reasoning, rational assessment of arguments, common fallacies, and basic informal logic.

PHI 201 Early & Medieval Philosophy

3 credits; 3 lecture hours

Proficiency Requirements: Basic Reading, Basic Writing

Prerequisites: None

Electives: Satisfies Fine & Performing Arts/Foreign Language/Philosophy & Religion, Humanities, Liberal Arts, Free

Description: Early and Medieval Logic is an adventure in the history of ideas. A study of the rise and evolution of western philosophy from the early Greeks to the Renaissance. Emphasis on Plato, Aristotle, Augustine and Aquinas.

PHI 202 Modern Philosophy

3 credits; 3 lecture hours

Proficiency Requirements: Basic Reading, Basic Writing

Prerequisites: None

Electives: Satisfies Fine & Performing Arts/Foreign Language/Philosophy & Religion, Humanities, Liberal Arts, Free

Description: Modern Philosophy is a further adventure in the history of ideas. A study of the progress of western philosophy from the Renaissance to the twentieth century. Special emphasis on Descartes, Locke, Hegel, Nietzsche, Marx and Sartre.

PHS – Physics

PHS 111 Applied Physics I

4 credits; 3 lecture hours; 3 lab hours

Proficiency Requirements: College Reading

Prerequisites: College Algebra and Trigonometry or by permission of instructor

Electives: Satisfies Free, Liberal Arts, Science

Description: This course is designed for the student in science, electronic technology, or a health profession such as physical therapy. Subject matter covered will include: principles of mechanics, concurrent forces, nonconcurrent forces, friction, elasticity, motion, forces and motion, work and energy, power, impulse and momentum, and simple harmonic motion. A non-calculus approach.

PHS 112 Applied Physics II

4 credits; 3 lecture hours; 3 lab hours

Proficiency Requirements: College Reading

Prerequisites: Applied Physics I; College Algebra and Trigonometry or by permission of instructor

Electives: Satisfies Free, Liberal Arts, Science

Description: This course is a continuation of Applied Physics I. Subject matter covered will include: fluid mechanics, sound, Archimedes principle, Bernoulli's equation, heat and the laws of thermodynamics, properties of gases, electricity and magnetism, wave motion, reflection, refraction, and lenses. A non-calculus approach.

PHS 121 Radiologic Science

3 credits; 3 lecture hours

Proficiency Requirements: College Reading

Prerequisites: Enrollment in Radiologic Technology program or by permission of instructor

Electives: Satisfies Free, Liberal Arts, Science

Description: This course is designed to examine the fundamentals of physical principles of electrical and x-ray physics and the operational study of x-ray equipment and auxiliary devices. Areas of concentration include the following topics: fundamental and derived units, mechanics, matter, magnetism and electricity, electromagnetism, generators, motors, transformers, and the x-ray tube.

PHS 123 Respiratory Science

3 credits; 3 lecture hours

Proficiency Requirements: College Reading

Prerequisites: Enrollment in the Respiratory Therapy program or by permission of instructor

Electives: Satisfies Free, Liberal arts, Science

Description: This course is designed for the student in the Respiratory Therapy Program or other student interested in any of the health sciences. The course will cover the following topics: a review of Mathematics, the Kinetic Molecular Theory of Gasses, States of Matter, Fluid Mechanics, Chemistry, and Electricity.

PHS 131 Engineering Physics I

4 credits; 3 lecture hours; 3 lab hours

Proficiency Requirements: College Reading

Prerequisites: Calculus I

Corequisites: Calculus II or by permission of instructor

Electives: Satisfies Free, Liberal Arts, Science

Description: This course deals with the principles of mechanics and includes the following topics: composition and resolution of vectors, statics, moments, rectilinear motion, Newton's second law, motion of a projectile, work and energy, impulse and momentum, circular motion, rotational kinematics and dynamics, elasticity, harmonic motion.

PHS 132 Engineering Physics II

4 credits; 3 lecture hours; 3 lab hours

Proficiency Requirements: College Reading

Prerequisites: Engineering Physics I; Calculus I; Calculus II

Corequisites: Calculus III or by permission of instructor

Electives: Satisfies Free, liberal arts, Science

Description: This course deals with the concepts of heat, sound and optics, and includes the following: thermometry, quantity of heat, change of state, work and heat; heat transfer, thermal properties of matter, the first and second law of thermodynamics, wave motion, vibrating systems; acoustical phenomena; the nature and propagation of light; reflection and refraction at a single surface, lenses and lens aberration; optical instruments; illumination, color, and polarized light.

PHS 133 Engineering Physics III

4 credits; 3 lecture hours; 3 lab hours

Proficiency Requirements: College Reading

Prerequisites: Engineering Physics I; Calculus I; Calculus II or by permission of instructor

Corequisites: Calculus III

Electives: Satisfies Free, Liberal Arts, Science

Description: This course covers the principles of electricity and magnetism, Coulomb's Law, potential, D.C. Circuits, the magnetic field of a current and of a moving charge, induced electromotive force, capacitance and inductance, and the magnetic properties of matter.

PNS – Practical Nursing

PNS 101 Practical Nursing I

10 credits; 8 lecture hours; 3 lab hours; 13.5 practicum hours

Proficiency Requirements: College Reading, Basic Writing, Basic Algebra II

Prerequisites: Acceptance into the PN Certificate Option; PSY101

Corequisites: PSY201, SCI101

Description: An introductory nursing course which focuses on the fundamental skills and principles needed to provide safe, effective holistic nursing care to clients in simple nursing situations. Emphasis is placed on developing nursing assessment skills necessary to care for geriatric clients in the clinical setting. Students also learn beginning nursing skills in the laboratory setting.

PNS 102 Practical Nursing II

10 credits; 8 lecture hours; 3 lab hours; 13.5 practicum hours

Proficiency Requirements: College Reading, Basic Writing, Basic Algebra II

Prerequisites: PNS101, PSY101, PSY201, SCI101

Corequisites: PSY202, SCI102

Description: This course introduces the role of the practical nurse in providing nursing care to clients in all stages of growth and development, focusing on common medical-surgical problems and related pharmacological and nutritional care needed to maintain and restore health. The unique nursing needs of both the pediatric and adult client are presented. Students continue to learn more advanced nursing skills in the laboratory setting.

PNS 103 Practical Nursing III

8 credits; 8 lecture hours; 13.5 practicum hours

Proficiency Requirements: College Reading, Basic Writing, Basic Algebra II

Prerequisites: PNS101, PNS102, PSY101, PSY201, PSY202, SCI101 and SCI102

Corequisites: PNS105

Description: This course further develops the use of nursing process in the delivery of holistic nursing care

to culturally diverse clients. Emphasis is placed on the development of self-direction and graduate level practical nursing skills and responsibilities by the student. Family-centered nursing care concepts and skills are developed in the maternal-child clinical setting in addition to more advanced medical-surgical client experiences.

PNS 105 Issues and Trends in Practical Nursing

1 credit; 1 lecture hour

Proficiency Requirements: College Reading, Basic Writing, Basic Algebra II

Prerequisites: PNS101, PNS102, PSY101, PSY201, PSY202, SCI101 and SCI102

Corequisites: PNS103

Description: This course critically explores the social, ethical and professional issues that affect nursing and influence nursing practices. A historical overview of nursing and practical nursing is presented with emphasis on current trends in nursing education and practice and their impact on the current and future role of the practical nurse.

PSG – Polysomnography

PSG 101 Polysomnography I

3 credits; 2 lecture hours; 2 lab hours

Proficiency Requirements: None

Prerequisites: Enrollment in Polysomnography Certificate program

Corequisites: Polysomnography Clinical I

Description: Provides didactic instruction in the basics of Polysomnography Technology. Topics include related medical terminology, instrumentation setup and calibration, recording and monitoring techniques, documentation, professional issues, and patient-technologist interactions. Lab sessions provide entry-level hands on instruction.

PSG 102 Polysomnography II

3 credits; 2 lecture hours; 2 lab hours

Proficiency Requirements: None

Prerequisites: Polysomnography I

Corequisites: Polysomnography Clinical II

Description: Provides didactic and laboratory instruction in more advanced aspects of polysomnography technology and expands on topics covered in Polysomnography I. Topics include sleep scoring and event recognition, CPAP titration, and specialty sleep studies. Lab sessions provide practical experience in the skills required to obtain and evaluate high quality sleep recordings.

PSG 110 Polysomnography Clinical I

2 credits

Proficiency Requirements: None

Prerequisites: Enrollment in Polysomnography Certificate program

Corequisites: Polysomnography I

Description: Provides didactic instruction in the basics of Polysomnography Technology. Topics include related medical terminology, instrumentation setup and calibration, recording and monitoring techniques, documentation, professional issues, and patient-technologist interactions.

PSG 111 Polysomnography Clinical II

2 credits

Proficiency Requirements: None

Prerequisites: Polysomnography Clinical I

Corequisites: Polysomnography II

Description: Provides additional instruction in advanced Polysomnography Technology. Topics include CPAP titration, specialty sleep test.

PSG 120 Respiratory Procedures for Polysomnography

2 credits; 2 lecture hours

Proficiency Requirements: None

Prerequisites: PSG101 Polysomnography I

Corequisites: PSG102 Polysomnography II

Description: Provides a background in fundamental respiratory procedures needed for the Polysomnography technologist including oxygen administration, humidification, and positive airway pressure.

PSY – Psychology

PSY 101 Introduction to Psychology

3 credits; 3 lecture hours

Proficiency Requirements: Basic Reading, Basic Writing

Prerequisites: None

Electives: Satisfies Free, Liberal Arts, Social Science, Behavioral Science

Description: This course includes a survey of major topics and theorists in the field. The student will focus primarily on normal developmental trends and patterns while exploring the social, emotional, motivational, sensory and cognitive realms of behavior. In particular, the student may read and discuss material pertaining to the theories of Maslow, Freud, Piaget, Erikson, and Skinner among others.

PSY 102 Human Growth & Development through Adolescence

3 credits; 3 lecture hours

Proficiency Requirements: Basic Reading, Basic Writing

Prerequisites: None

Electives: Satisfies Free, Liberal Arts, Social Science, Behavioral Science. Students may not receive credit for both PSY102 Human Growth & Development through Adolescence and PSY201 Developmental Psychology I: Childhood & Adolescence

Description: This course is designed to help students understand behavior from conception to adolescence. The student will explore specific problems that occur during the life cycle. Patterns and sequences of growth and individual differences are reviewed in relation to the effects of heredity and environmental factors.

PSY 103 Foundations of Early Childhood

3 credits; 3 lecture hours

Proficiency Requirements: Basic Reading, Basic Writing

Prerequisites: None

Electives: Satisfies Free, Liberal Arts, Social Science, Behavioral Science

This course meets the Office for Child Care Services Category A requirement: Child Growth and Development.

Description: This is an introductory course designed for those currently working with young children. Students will study the process of child growth and development from the prenatal period through early childhood and also the social context in which it occurs. Readings, discussions and assignments will focus on the practical application of developmental theories as well as the uniqueness of rates and patterns of growth with implications for guidance of children in the home, school and peer group contexts.

PSY 105 Organizational Behavior

3 credits; 3 lecture hours

Proficiency Requirements: Basic Reading, Basic Writing

Prerequisites: None

Electives: Satisfies Free, Behavioral Sciences, Social Science, Liberal Arts, General

Description: This is an introductory course which examines the patterns and principles of human behavior in organizations. It will cover such areas as organizational structure, motivation, decision making, managerial style, conflict and communication. Course work will explore topics in a variety of organizational settings.

PSY 201 Developmental Psychology I: Childhood and Adolescence

3 credits; 3 lecture hours

Proficiency Requirements: College Reading; Basic Writing

Prerequisites: PSY101 Introduction to Psychology

Electives: Satisfies Free, Liberal Arts, Social Science, Behavioral Science

Description: This course is designed to help students understand development from conception to adolescence. Student will explore patterns and sequences of physical, cognitive, social and psychological development. Discussions will deal with norms and variations that occur during this part of the life cycle and with the roles that heredity, environment and social factors play in creating human development.

PSY 202 Developmental Psychology II: Adulthood and Aging

3 credits; 3 lecture hours

Proficiency Requirements: College Reading, Basic Writing

Prerequisites: PSY101 Introduction to Psychology

Electives: Satisfies Free, Liberal Arts, Social Science, Behavioral Science

Description: This course examines physical, cognitive, emotional, social and personality development from young adulthood to old age. Its focus includes the interaction of biological, sociological and socio-cultural factors and their effect of development during the adult years and later life. In addition, students will consider adjustment processes from varying perspectives as well as cultural attitudes regarding successful aging.

PSY 203 Child Psychology

3 credits; 3 lecture hours

Proficiency Requirements: College Reading, Basic Writing

Prerequisites: PSY101 Introduction to Psychology

Electives: Satisfies Free, Liberal Arts, Social Science, Behavioral Science.

This course meets the Office for Child Care Services Category A requirement: Child Growth and Development.

Description: This course provides an overview of cognitive, linguistic, perceptual, motor, social and personality development. The student will examine development from conception through middle childhood with an emphasis on the pre-school years. Work will focus on major developmental theories as tools to explore the contributions of environment, heredity and social factors to the developing child and on strategies for meeting the developmental needs of children.

PSY 204 Adolescent Psychology

3 credits; 3 lecture hours

Proficiency Requirements: Basic Reading, Basic Writing

Prerequisites: None

Electives: Satisfies Free, Liberal Arts, Social Science, Behavioral Science

Description: This course provides a survey of adolescent development from the point of view of both the adolescent and the adult. Material covered will focus on basic theories of development with an emphasis on social, physical, & cognitive domains. Students will consider communication and problem solving techniques appropriate to this stage in general and with reference to specific potential conflicts.

PSY 205 Psychology of Personality

3 credits; 3 lecture hours

Proficiency Requirements: Basic Reading, Basic Writing

Prerequisites: None

Electives: Satisfies Free, Liberal Arts, Social Science, Behavioral Science

Description: This course introduces students to a variety of theoretical approaches to the understanding of character and personality. It includes psychoanalytic, learning, humanistic, transpersonal and existential theories.

PSY 206 Social Psychology

3 credits; 3 lecture hours

Proficiency Requirements: College Reading, Basic Writing

Prerequisites: PSY101 Introduction to Psychology or SOC101 Introduction to Sociology

Electives: Satisfies Free, Liberal Arts, Social Science, Behavioral Science

Description: This course examines the nature and causes of individual behavior in social situations. Among other areas, discussion will focus on cognitive processes, ecological variables and interpersonal characteristics and their role in social interaction. Topics covered include but are not limited to persuasion, social influence, aggression and prosocial behavior.

PSY 207 Abnormal Psychology

3 credits; 3 lecture hours

Proficiency Requirements: College Reading, Basic Writing

Prerequisites: PSY101 Introduction to Psychology

Electives: Satisfies Free, Liberal Arts, Social Science, Behavioral Science

Description: This course is a study of the classification, etiology, treatment and prevention of behavioral and emotional disorders. Topics covered include stress disorders, anxiety disorders, personality disorders and psychoses.

PSY 208 Problems of Early Childhood

3 credits; 3 lecture hours

Proficiency Requirements: College Reading, Basic Writing

Prerequisites: PSY101 Introduction to Psychology or PSY103 Foundations of Early Childhood

Electives: Satisfies Free, Liberal Arts, Social Science, Behavioral Science

Description: This course involves a sociological-psychological study of factors leading to educational success for the young child defined as having special needs because of intellectual, cultural, social and emotional factors. Course work will introduce federal and state legislation dealing with the education of special needs children. This course includes coverage of the role of the family and cultural background as they relate to educational success. Students will examine a theoretical framework of crisis and loss.

REA – Reading

PLEASE NOTE: The following courses (REA011, REA012, REA021, and REA022) are developmental courses and DO NOT carry graduation credit. They are NOT usually transferable. Since these are mandated courses, students who do not meet the exit criteria will be required to repeat them.

REA 011 Basic Reading

3 credits; 3 lecture hours

Proficiency Requirements: ESL level 4, all courses (non-native speakers)

Prerequisites: assessment reading level of Basic Reading or higher; or by permission of instructor

Corequisite: REA012 Basic Reading Lab

Electives: Satisfies None

Description: Basic Reading is designed to help students improve their vocabulary and reading comprehension. The course helps the student develop the skills, habits and attitudes that will result in more effective reading and studying. Topics include word analysis, vocabulary development, comprehension techniques and study habits. Basic Reading must be followed by REA021 College Reading and REA022 College Reading Lab to complete the developmental reading sequence.

REA 012 Basic Reading Lab

1 credit; 2 lab hours

Proficiency Requirements: ESL level 4, all courses (non-native speakers)

Prerequisites: assessment reading level of Basic Reading or higher; or by permission of instructor

Corequisite: REA011 Basic Reading

Electives: Satisfies None

Description: Basic Reading Lab provides individualized vocabulary and comprehension instruction. Diagnostic testing is administered to develop individualized prescriptions for improvement. Instruction focuses on phonetic analysis, context clues, paragraph main ideas, inferential comprehension, and comprehension level improvement. Basic Reading Lab must be followed by REA021 College Reading and REA022 College Reading Lab to complete the developmental reading sequence.

REA 021 College Reading

3 credits; 3 lecture hours

Proficiency Requirements: Basic Reading, ESL Advanced Integrated Academic Skills (non-native speakers)

Prerequisites: assessment reading level of College Reading or higher, or satisfactory completion of Basic Reading and Basic Reading Lab (with grades of C- or higher), or by permission of instructor

Corequisite: REA022 College Reading Lab

Electives: Satisfies None

Description: College Reading is designed to meet a variety of more advanced reading and study skill needs, primarily the need to read college level materials more effectively. Students learn to recognize main ideas, to read an article or chapter and remember its key points, to take inclusive, meaningful notes, to read actively and critically, to explore memory techniques, and to respond to our language with greater vocabulary depth.

REA 022 College Reading Lab

1 credit; 2 lab hours

Proficiency Requirements: Basic Reading, ESL Advanced Integrated Academic Skills (non-native speakers)

Prerequisites: assessment reading level of College Reading or higher, or satisfactory completion of Basic Reading and Basic Reading Lab (with grades of C- or higher), or by permission of instructor

Corequisite: REA021 College Reading
Electives: Satisfies None
Description: College Reading Lab is designed to provide individualized, self-paced instruction to improve the student's level of reading comprehension. The course emphasizes the improvement of reading concentration and paragraph reading skills. Topics also include paraphrasing, inferential comprehension, critical reading, and skimming and scanning.

REL – Religion

REL 101 World Religions

3 credits; 3 lecture hours
Proficiency Requirements: Basic Reading, Basic Writing
Prerequisites: None
Electives: Satisfies Fine & Performing Arts/Foreign Language/Philosophy & Religion, Humanities, Liberal Arts, Free
Description: World Religions is comparative study of the major religions of the world, including Hinduism, Buddhism, Taoism, Confucianism, Sikhism, Judaism, Christianity and Islam.

RSC – Respiratory Care

RSC 100 Cardiopulmonary Physiology

3 credits; 3 lecture hours
Proficiency Requirements: College Reading, Basic Writing, Basic Algebra I
Prerequisites: Respiratory or Polysomnography program major or permission of instructor
Electives: Satisfies other Science or Health areas
Description: Provides a fundamental study of respiratory physiology and related anatomy, including an introduction to renal function, acid base balance, and hemodynamic measurements. This course is required for respiratory program majors, but is open to other health or science majors.

RSC 101 Respiratory Therapy I

2 credits; 1 lecture hour; 2 lab hours
Proficiency Requirements: College Reading, Basic Writing, Basic Algebra 1
Prerequisites: Respiratory program major or by permission of instructor
Corequisites: RSC100 Cardiopulmonary Physiology
Description: Major topics include medical gas therapy; humidity and aerosol therapy; basic patient assessment skills; bronchopulmonary hygiene; sterilization and infection control.

RSC 102 Respiratory Therapy II

2 credits; 2 lecture hours
Proficiency Requirements: College Reading, Basic Writing, Basic Algebra 1
Prerequisites: RSC101 Respiratory Therapy I with a grade of C or better.
Corequisites: RSC191 Respiratory Practicum I and RSC111 Respiratory Modalities Lab I or by permission of instructor.
Description: An introduction to positive pressure breathing, mechanical ventilators, blood gas analysis, non-invasive monitoring, and emergency respiratory care.

RSC 103 Respiratory Pharmacology

2 credits; 2 lecture hours
Proficiency Requirements: College Reading, Basic Writing, Basic Algebra 1
Prerequisites: RSC101 Respiratory Therapy I with a grade of C or better or by permission of instructor
Description: Presents the general principles of pharmacology and action of the major respiratory drugs. In addition, the anatomy and physiology of the autonomic nervous system and its role in drug action will be covered. Drugs will be studied as groups and individually for site and mechanism of action, contraindications and side effects, clinical uses and routes of administration.

RSC 104 Respiratory Assessment

3 credits; 3 lecture hours

Proficiency Requirements: College Reading, Basic Writing, Basic Algebra 1

Prerequisites: RSC100 Cardiopulmonary Physiology with a grade of C or better or by permission of instructor.

Description: Emphasizes the analytical and observational skills necessary to perform respiratory assessment. Topics include: interviewing the patient, history and physical examination, blood gas analysis and interpretation, and radiographic assessment.

RSC 105 Respiratory Disease I

2 credits; 2 lecture hours

Proficiency Requirements: College Reading, Basic Writing, Basic Algebra 1

Prerequisites: Respiratory Care major or by permission of instructor.

Corequisites: RSC100 Cardiopulmonary Physiology or by permission of instructor.

Description: A survey and framework of respiratory disease. Includes concepts of public health, the health care system, and disease prevention. Physician lectures are included from the program's medical director.

RSC 106 Respiratory Disease II

2 credits; 2 lecture hours

Proficiency Requirements: College Reading, Basic Writing, Basic Algebra 1

Prerequisites: RSC105 Respiratory Disease I with a grade of C or better or by permission of instructor.

Corequisites: RSC104 Respiratory Assessment or by permission of instructor.

Description: Focuses on the mechanism of respiratory disease and disease in general including cell injury, inflammation, infection, immunopathology, etc. Various respiratory diseases are studied including asthma, pneumonia, tuberculosis, sepsis and ARDS. Physician lectures are included from the program's medical director.

RSC 111 Respiratory Modalities Lab I

1 credits; 2 lab hours

Proficiency Requirements: College Reading, Basic Writing, Basic Algebra 1

Prerequisites: RSC101 Respiratory Therapy I with a grade of C or better or by permission of instructor.

Corequisites: RSC102 Respiratory Therapy II or by permission of instructor.

Description: Lab exercises with an introduction to positive pressure breathing, mechanical ventilation, blood gas analysis, non-invasive monitoring, and emergency respiratory care.

RSC 191 Respiratory Practicum I

4 credits; 16 practicum hours

Proficiency Requirements: College Reading, Basic Writing, Basic Algebra 1

Prerequisites: RSC101 Respiratory Therapy I with a grade of C or better or by permission of instructor.

Corequisites: RSC102 Respiratory Therapy II, RSC104 Respiratory Assessment or by permission of instructor.

Description: This practicum applies knowledge and skills presented in corequisite courses to the clinical setting. Emphasis is placed on day-to-day therapeutic respiratory procedures. The practicum is presented at one of the program's clinical affiliates.

RSC 201 Respiratory Critical Care I

3 credits; 3 lecture hours

Proficiency Requirements: College Reading, Basic Writing, Basic Algebra 1

Prerequisites: RSC102 Respiratory Therapy II with a grade of C or better or by permission of instructor.

Corequisites: RSC292 Respiratory Practicum II and RSC211 Respiratory Modalities Lab II.

Description: Presents concepts of airway care and ventilator management, with emphasis on critical thinking and decision-making skills.

RSC 202 Respiratory Critical Care II

3 credits; 3 lecture hours; 2 lab hours

Proficiency Requirements: College Reading, Basic Writing, Basic Algebra 1

Prerequisites: RSC201 Respiratory Critical Care II or by permission of instructor.

Corequisites: RSC293 Respiratory Practicum III and RSC212 Respiratory Modalities Lab III

Description: Provides units on electrocardiography, critical care drugs, cardiac disease, hemodynamic monitoring, respiratory intensive care and trauma. Physician input will be provided through supplementary lectures from the program's medical director.

RSC 203 Neonatal & Pediatric Respiratory Care

2 credits; 2 lecture hours

Proficiency Requirements: Basic Reading, Basic Writing, Basic Algebra 1

Prerequisites: RSC201 Respiratory Critical Care I with a grade of C or better or by permission of instructor.

Corequisites: RSC212 Respiratory Modalities Lab III and RSC293 Respiratory Practicum III or by permission of instructor.

Description: Provides an introduction to respiratory care for neonatal and pediatric patients. Topics include neonatal and pediatric assessment, pathologic conditions specific to neonates and children, airway care, and support of oxygenation and ventilation.

RSC 205 Respiratory Disease III

2 credits; 2 lecture hours

Proficiency Requirements: College Reading, Basic Writing, Basic Algebra 1

Prerequisites: RSC106 Respiratory Disease II with a grade of C or better or by permission of instructor.

Corequisites: RSC201 Respiratory Critical Care I or by permission of instructor.

Description: Focuses on patient management and increases the application of problem base learning through the use of selected case studies in respiratory disease. Critical thinking and decision making skills are reinforced. Physician lectures are included from the program's medical director.

RSC 206 Respiratory Disease IV

2 credits; 2 lecture hours

Proficiency Requirements: College Reading, Basic Writing, Basic Algebra 1

Prerequisites: RSC205 Respiratory Disease III with a grade of C or better or by permission of instructor.

Corequisites: RSC202 Respiratory Critical Care II or by permission of instructor.

Description: This course builds on previous disease courses with emphasis on advanced diagnostic and monitoring and other specialty procedures. Clinical simulation scenarios will be used to reinforce critical thinking and decision making. Physician lectures are included from the program's medical director.

RSC 208 Pulmonary Diagnostics

3 credits; 3 lecture hours

Proficiency Requirements: College Reading, Basic Writing, Basic Algebra 1

Prerequisites: RSC102 Respiratory Therapy II with a grade of C or better and/or by permission of instructor.

Corequisites: RSC292 Respiratory Practicum II and RSC211 Respiratory Modalities Lab II or by permission of instructor.

Description: This course will present concepts of pulmonary function testing and other cardiopulmonary diagnostic procedures which the respiratory therapist performs or assists physicians in performing.

RSC 211 Respiratory Modalities Lab II

1 credits; 2 lab hours

Proficiency Requirements: College Reading, Basic Writing, Basic Algebra 1

Prerequisites: RSC102 Respiratory Therapy II with a grade of C or better or by permission of instructor.

Corequisites: RSC201 Respiratory Critical Care I and RSC292 Respiratory Practicum II or by permission of instructor.

Description: Lab exercises present key concepts of airway care and ventilator management, with emphasis on critical thinking and decision-making skills.

RSC 212 Respiratory Modalities Lab III

1 credits; 2 lab hours

Proficiency Requirements: College Reading, Basic Writing, Basic Algebra 1

Prerequisites: RSC201 Respiratory Critical Care I with a grade of C or better or by permission of instructor.

Corequisites: RSC202 Respiratory Critical Care II and RSC293 Respiratory Practicum III or by permission of instructor.

Description: Lab presents theory and equipment related to the respiratory intensive care setting.

RSC 292 Respiratory Practicum II

4 credits; 16 practicum hours

Proficiency Requirements: College Reading, Basic Writing, Basic Algebra 1

Prerequisites: RSC191 Respiratory Practicum I with a grade of C or better or by permission of instructor.

Corequisites: RSC201 Respiratory Critical Care I or by permission of instructor.

Description: This practicum applies knowledge and skills presented in corequisite courses to the clinical setting. It continues to build on competencies and skills acquired in previous semesters. Emphasis is placed on airway care, ventilator management, and a rotation through a pulmonary function lab. Presented at one or more of the program's clinical affiliates.

RSC 293 Respiratory Practicum III

4 credits; 16 practicum hours

Proficiency Requirements: College Reading, Basic Writing, Basic Algebra 1

Prerequisites: RSC292 Respiratory Practicum II with a grade of C or better or by permission of instructor

Corequisites: RSC202 Respiratory Critical Care II or by permission of instructor.

Description: This practicum applies knowledge and skills learned in corequisite courses to the clinical setting. Emphasis is placed on respiratory critical care. Specialty rotations are established in homecare, long-term care, pulmonary function and neonatal-pediatric facilities. Presented at one or more of the program's clinical affiliates.

RTA – Radiologic Technology

Please Note: CPR certification, compliance with health requirements and CORI/SORI checks (Criminal Offender Record Information/Sex Offender Record Information) are required prior to participation in the following courses: RTA191, RTA192, RTA293, RTA294, RTA295

RTA 110 Radiologic Procedures I

3 credits; 2 lecture hours; 2 lab hours

Proficiency Requirements: College Reading, Basic Writing

Prerequisites: Enrollment in the Radiologic Technology Program

Corequisites: RTA191 Clinical Practicum I, RTA111 Radiologic Exposure I, and HES130 Intro to Patient Care or by permission of instructor

Description: Radiographic Terminology, positioning and procedures will be introduced and practiced in a laboratory setting. Image evaluation to include anatomy, positioning and radiation protection will be included.

RTA 120 Radiologic Procedures II

3 credits; 2 lecture hours; 2 lab hours

Proficiency Requirements: College Reading, Basic Writing

Prerequisites: RTA191 Clinical Practicum I, RTA110 Radiologic Procedures I and HES130 Intro to Patient Care

Corequisites: RTA192 Clinical Practicum II, RTA121 Radiologic Exposure II, or by permission of instructor

Description: A continuation of radiographic terminology, positioning and procedures. New radiographic procedures will be introduced and practiced in a laboratory setting. Image evaluation to include anatomy, positioning and radiation protection will be included.

RTA 111 Radiologic Exposures I

3 credits; 2.5 lecture hours; 1 lab hour

Proficiency Requirements: College Reading, Basic Writing

Prerequisites: Enrollment in the Radiologic Technology Program, Basic Algebra II.

Corequisites: RTA191 Clinical Practicum I, RTA110 Radiologic Procedures I, and HES130 Intro to Patient Care or by permission of instructor

Description: This course introduces the basic elements necessary for the production of the radiographic image. Radiographic equipment and the selection of exposure factors will be introduced and practiced in a laboratory setting.

RTA 121 Radiologic Exposures II

3 credits; 2.5 lecture hours; 1 lab hour

Proficiency Requirements: College Reading, Basic Writing, Basic Algebra II

Prerequisites: RTA191 Clinical Practicum I, RTA111 Radiologic Exposures I and HES130 Intro to Patient Care

Corequisites: RTA192 Clinical Practicum II, RTA120 Radiologic Procedures II, or by permission of instructor

Description: A continuation of the principles of radiographic equipment and image production. The interrelated principles of producing and evaluating radiographic images will be presented and practiced in a laboratory setting.

RTA 191 Clinical Practicum I

2 credits; 16 practicum hours/week

Proficiency Requirements: College Reading, Basic Writing, Basic Algebra II

Prerequisites: Enrollment in the Radiologic Technology Program

Corequisites: RTA101 Radiologic Procedures and Exposure I or by permission of instructor

Description: The student will apply principles learned in the classroom at the clinical site under direct supervision. Student assignments will be under the direction of the college clinical coordinator and the liaison instructor. Students are required to perform supervised clinical activity and laboratory demonstration for a total of sixteen (16) hours per week and 80 hours during semester break.

RTA 192 Clinical Practicum II

2 credits; 16 practicum hours/week

Proficiency Requirements: College Reading, Basic Writing, Basic Algebra II

Prerequisites: RTA191 Clinical Practicum I and RTA101 Radiologic Procedures and Exposure I

Corequisites: RTA102 Radiologic Procedures and Exposure II or by permission of instructor

Description: The student will apply principles learned in the classroom at the clinical site under direct supervision. Student assignments will be under the direction of the college clinical coordinator and the liaison instructor. Students are required to perform supervised clinical activity and laboratory demonstration for a total of 16 hours per week.

RTA 201 Radiologic Equipment & Quality Assurance

3 credits; 3 lecture hours

Proficiency Requirements: College Reading, Basic Writing, Basic Algebra II

Prerequisites: RTA293 Clinical Practicum III

Corequisites: RTA294 Clinical Practicum IV and RTA202 Advanced Radiographic Imaging or by permission of instructor

Description: This course introduces the student to various imaging techniques and equipment. The student will also be introduced to the evaluation of radiographic equipment to assure consistency in the production of quality of images. Tests and procedures used in evaluating radiographic equipment are demonstrated using the appropriate equipment in the x-ray lab.

RTA 202 Advanced Radiographic Imaging

4 credits; 3 lecture hours; 2 lab hours

Proficiency Requirements: College Reading, Basic Writing, Basic Algebra II

Prerequisites: RTA293 Clinical Practicum III.

Corequisites: RTA294 Clinical Practicum IV, RTA201 Radiologic Equipment & Quality Assurance or by permission of instructor

Description: Introduce the student to anatomy, medical terms, disease and positioning of various body parts. Alternate methods for imaging body parts for trauma and disease will be practiced in the lab. Students develop analytical problem solving skills and adaptation techniques. Image evaluation will be included.

RTA203 Radiobiology & Protection

3 credits; 3 lecture hours

Proficiency Requirements: College Reading, Basic Writing, Basic Algebra II

Prerequisites: RTA294 Clinical Practicum IV, RTA201 Radiologic Equipment & Quality Assurance, and RTA202 Advanced radiographic Imaging.

Corequisites: RTA295 Clinical Practicum V, RTA205 Computer Imaging & Cross Sectional Anatomy, RTA204 Special Radiographic & Angiographic Procedures or by permission of instructor

Description: The study of radiation quantities, units of measurement, radiation regulations, the biological effects of radiation, genetic, and somatic effects are reviewed. Principles and methods of radiation protection for patients and personnel are explored.

RTA204 Special Radiographic & Angiographic Procedures

3 credits; 3 lecture hours

Proficiency Requirements: College Reading, Basic Writing, College Algebra

Prerequisites: RTA201 Radiologic Equipment & Quality Assurance, RTA202 Advanced Radiologic Imaging and RTA294 Clinical Practicum IV

Corequisites: RTA295 Clinical Practicum V and RTA203 Radiobiology and Protection and RTA205 Computer Imaging and Cross Sectional Anatomy or by permission of instructor

Description: Introduce the student to special diagnostic radiographic and angiographic procedures including patient care and monitoring. Special equipment used in each procedure will be explored.

RTA 205 Computer Imaging & Cross Sectional Anatomy

3 credits; 3 lecture hours

Proficiency Requirements: College reading, Basic Writing, Basic Algebra II

Prerequisites: RTA201 Radiologic Equipment & Quality Assurance, RTA 202 Advanced Radiologic Imaging and RTA294 Clinical Practicum IV **Corequisites:** RTA295 Clinical Practicum V and RTA203 Radiobiology and Protection and RTA204 Special Radiographic & Angiographic Procedures or by permission of instructor

Description: Introduce the student to the fundamental principles of medical computer technology. Basic cross sectional anatomy of the brain, thorax, abdomen, pelvis, spine will be presented as demonstrated in computed tomography and magnetic resonance imaging.

RTA 293 Clinical Practicum III

5 credits; 30 lecture hours; 450 practicum hours

Prerequisites: RTA192 Clinical Practicum II and RTA102 Radiologic Technology I or by permission of instructor

Description: Students will be introduced to fluoroscopic and urologic exams, pediatric, trauma, mobile and surgical radiography. Students will attend lectures and apply their knowledge and skills at the clinical site. The student will perform new exams in special areas and gain experience and reinforcement of examinations previously learned. Students are required to attend on campus lectures for 30 hours and perform supervised clinical activity a total of 40 hours per week for twelve (12) weeks.

RTA 294 Clinical Practicum IV

3 credits; 24 practicum hours/week

Prerequisites: RTA293 Clinical Practicum III.

Corequisites: RTA201 Radiologic Equipment and Quality Assurance, and RTA202 Advanced Radiographic Imaging or by permission of instructor

Description: The student will apply principles learned in the classroom at the clinical site under direct supervision. Student assignments will be under the direction of the college clinical coordinator and the liaison instructor. Students are required to perform supervised clinical activity and laboratory demonstration for a total of 24 hours per week.

RTA 295 Clinical Practicum V

3 credits; 24 practicum hours/week

Prerequisites: RTA201 Radiologic Equipment & Quality Assurance, RTA202 Advanced Radiographic Imaging RTA294 Clinical Practicum IV

Corequisites: RTA203 Radiobiology & Protection, RTA204 Special Radiographic & Angiographic Procedures, RTA205 Computer Imaging and Cross Sectional Anatomy or by permission of instructor

Description: The student will apply principles learned in the classroom at the clinical site under direct and indirect supervision. Clinical application of skills in performing diagnostic procedures are assessed and evaluated for competency. Students are additionally given the opportunity to explore a variety of imaging modalities. Student assignments will be under the direction of the college clinical coordinator and the liaison instructor at the clinical site. Students are required to perform supervised clinical activity for a total of 24 hours per week.

SCI – Science

SCI 101 Integrated Science I

3 credits; 3 lecture hours

Proficiency Requirements: College Reading

Prerequisite: None

Electives: Satisfies Free, Science

Description: This course provides an introduction to the study of the structure and functioning of the human body. Related topics in chemistry, physics and disease are integrated with the appropriate body systems covered. An introduction to microbiology is also included.

SCI 102 Integrated Science II

3 credits; 3 lecture hours

Proficiency Requirements: College Reading

Prerequisites: SCI101 Integrated Science I or by permission of instructor

Electives: Satisfies Free, Science

Description: Continuation of SCI101 covering the body systems not studied in SCI101. Related topics in chemistry, physics and disease are integrated where appropriate.

SCI 111 Physical Science I

4 credits; 3 lecture hours; 2 lab hours

Proficiency Requirements: Basic Reading, Basic Writing

Prerequisites: None

Electives: Satisfies Free, Liberal Arts, Science

Description: An integrated course which considers the basic principles of the physical universe, including the study of motion, energy, heat, temperature, electricity, light, and the composition of substances, in an effort to develop an understanding of the relationship of science to everyday life.

SCI 112 Physical Science II

4 credits; 3 lecture hours; 2 lab hours

Proficiency Requirements: Basic Reading, Basic Writing

Prerequisites: Physical Science I or by permission of instructor

Electives: Satisfies Free, Liberal arts, Science

Description: This is a continuation of Physical Science I. This course covers other interesting topics such as the Universe, the Solar System, the Earth, Rocks and Minerals, and the Atmosphere.

SCI 200 Research Topic in Science

1, 2 or 3 credits

Proficiency Requirements: College Reading

Prerequisite: See Instructor for information

Electives: Satisfies Free, Liberal Arts, Science

Description: An open-end investigatory course with credit varying from one to three credit hours. Designed for the advanced student who intends to pursue a career in the sciences. The student will work on an appropriate topic of interest under the direction of one faculty member. The student should obtain a list of available faculty and then consult with the faculty member of his choice before registering for the course. Limited to one semester. This course does not fulfill the science requirement for graduation.

SOC – Sociology

SOC 101 Introduction to Sociology

3 credits; 3 lecture hours

Proficiency Requirements: Basic Reading, Basic Writing

Prerequisites: None

Electives: Satisfies Free, Liberal Arts, Social Science, Behavioral Science

Description: This course provides the student with an understanding of the theories, methods, and approaches to the study of human social and group interactions. It emphasizes the development of sociological thought and the influences of social institutions and cultural factors on human behavior. Among subjects covered are: culture, groups, socialization, methodology, deviance and social inequalities.

SOC 104 Introduction to Criminology

3 credits; 3 lecture hours

Proficiency Requirements: Basic Reading, Basic Writing

Prerequisites: None

Electives: Satisfies Free, Liberal Arts, Social Science, Behavioral Science

Description: This course is a survey of the patterns and trends in adult criminal behavior and juvenile delinquency analyzed in terms of various theories of such behavior. Students will also examine types of crime and the administration of criminal justice.

SOC 105 Introduction to Social Welfare

3 credits; 3 lecture hours

Proficiency Requirements: Basic Reading, Basic Writing

Prerequisites: None

Electives: Satisfies Free, Liberal Arts, Social Science, Behavioral Science

Description: This course introduces the social work and human service systems in America. It provides an overview of historical and present characteristics and clinical issues in organizations such as family and child welfare agencies, youth and correctional agencies, child care centers, mental health institutions, and other agencies and services concerned with casework, group work and community organization work. Course work will focus on knowledge of agencies and services, as well as worker's role and function in meeting the needs of the client population.

SOC 106 Marriage & the Family

3 credits; 3 lecture hours

Proficiency Requirements: Basic Reading, Basic Writing

Prerequisites: None

Electives: Satisfies Free, Liberal Arts, Social Science, Behavioral Science

Description: The main focus of this course is the understanding of the relationship between family forms and social structure. This will involve an investigation of human sexuality, interpersonal communication, relationships, marriage, divorce and alternative forms of family living.

SOC 107 Contemporary Social Problems

3 credits; 3 lecture hours

Proficiency Requirements: Basic Reading, Basic Writing

Prerequisites: None

Electives: Satisfies Free, Liberal Arts, Social Science, Behavioral Science

Description: This course provides an analysis of the relationship between social structure and social problems in contemporary society. The course will emphasize 1) the interdependence of all social problems; 2) the interaction between our institutional forms and social problems: and 3) the relationship between values and social action.

SOC 108 Death & Dying

3 credits; 3 lecture hours

Proficiency Requirements: Basic Reading, Basic Writing

Prerequisites: None

Electives: Satisfies Free, Liberal Arts, Social Science, Behavioral Science

Description: This course explores the universal experience of death in a death denying society. Coverage of the topic will emphasize the importance of awareness, openness, honesty and sharing of feelings concerning death and dying. Topics covered include medical definitions, historic aspects, children and death, suicide, grief, rituals and personal acceptance of death.

SOC 201 Juvenile Delinquency

3 credits; 3 lecture hours

Proficiency Requirements: College Reading, College Writing

Prerequisites: SOC101 Introduction to Sociology

Electives: Satisfies Free, Liberal Arts, Social Science, Behavioral Science

Description: This course will concern itself with an in-depth study of juvenile delinquency, its various causes, the sociological impact on the community, and present rehabilitative efforts to cope with this serious contemporary problem.

SOC 203 Women & Society

3 credits; 3 lecture hours

Proficiency Requirements: Basic Reading, Basic Writing

Prerequisites: None

Electives: Satisfies Free, Liberal Arts, Social Science, Behavioral Science

Description: In this course, the student will analyze the effect of social structure on the position of women in society. Participants will use historical, social, cross-cultural and biological attitudes toward women and their economic and political positions. Women's issues will be viewed as they parallel general human issues. This course will encourage discussion of the possible effects of women's equality on the social structure of the future.

SOC 204 Race & Ethnic Relations

3 credits; 3 lecture hours

Proficiency Requirements: Basic Reading, Basic Writing

Prerequisites: None

Electives: Satisfies Free, Liberal Arts, Social Science, Behavioral Science

Description: This course is designed to provide students with a sociological perspective of race and ethnic relations through an exploration of concepts such as racism, prejudice, ethnicity and culture among others. Students

will examine a variety of ethnic group experiences and their respective contributions to American society. The positive dimensions of cultural diversity will also be a major focus of the course.

SOC 205 Introduction to Deaf Culture

3 credits; 3 lecture hours

Proficiency Requirements: College Reading, Basic Writing

Prerequisites: SOC101 Introduction to Sociology. DST101 Introduction to the Deaf Community is strongly recommended.

Electives: Satisfies Free, Liberal Arts, Social Science, Behavioral Science

Description: This course examines Deaf Culture from a multidisciplinary perspective. The students will explore the historical treatment of deaf people along with the sociological and cultural factors that contributed to the depathologizing of deaf individuals and the emergence of Deaf Culture. This will include a discussion of education of the deaf, minority group dynamics, deaf community as a linguistic and cultural minority and the importance of Deaf Culture (its language, values, traditions, and diversity of membership) and its interaction with the hearing community. **Please Note: This course is taught in American Sign Language.**

SPN – Spanish

SPN 105 Conversational Medical Spanish 1

3 credits; 3 lecture hours

Proficiency Requirements: None

Prerequisites: None

Electives: Satisfies Languages, Fine & Performing Arts/Foreign Languages/Philosophy & Religion, Humanities, Liberal Arts, Free

Description: For absolute beginners or people who have had less than one or two years of high school Spanish. Basic vocabulary and structure for conversations in Spanish with patients. Vocabulary can be adjusted to meet individual needs. Reading and writing covered as wanted.

SPN 106 Conversational Medical Spanish 2

3 credits; 3 lecture hours

Proficiency Requirements: None

Prerequisites: SPN105 Conversational Medical Spanish 1 or by permission of instructor

Electives: Satisfies Languages, Fine & Performing Arts/Foreign Languages/Philosophy & Religion, Humanities, Liberal Arts, Free

Description: For students who have completed more than one or two years of high school Spanish. A continuation of basic vocabulary and structure for conversations in Spanish with patients. Vocabulary can be adjusted to meet individual needs. Reading and writing covered as wanted.

SPN 111 Introductory Spanish 1

3 credits; 3 lecture hours

Proficiency Requirements: None

Prerequisites: None

Electives: Satisfies Languages, Fine & Performing Arts/Foreign Languages/Philosophy & Religion, Humanities, Liberal Arts, Free

Description: For students who have not completed one or two years of secondary school Spanish or the equivalent as determined by the department. Introduction to grammatical patterns and common vocabulary. Oral skills emphasized; also includes reading and writing.

SPN 112 Introductory Spanish 2

3 credits; 3 lecture hours

Proficiency Requirements: None

Prerequisites: SPN111 Introductory Spanish 1 or by permission of instructor

Electives: Satisfies Fine & Performing Arts/Foreign Languages/Philosophy & Religion, Humanities, Liberal Arts, Free

Description: For students who have completed one or two years of secondary school Spanish or the equivalent as determined by the department. Continues introduction to grammatical patterns and common vocabulary. Oral skills emphasized; also includes reading and writing.

SPN 201 Intermediate Spanish 1

3 credits; 3 lecture hours

Proficiency Requirements: None

Prerequisites: SPN112 Introductory Spanish 2 or by permission of instructor

Electives: Satisfies Fine & Performing Arts/Foreign Languages/Philosophy & Religion, Humanities, Liberal Arts, Free

Description: For students who have completed two or more years of high school Spanish or the equivalent as determined by the department. Intermediate grammar structures and vocabulary with integrated skills: listening, speaking, reading, and writing.

SPN 202 Intermediate Spanish 2

3 credits; 3 lecture hours

Proficiency Requirements: None

Prerequisites: SPN201 Intermediate Spanish 1 or by permission of instructor

Electives: Satisfies Languages, Fine & Performing Arts/ Foreign Languages/Philosophy & Religion, Humanities, Liberal Arts, Free

Description: For students who have completed two or more years of high school Spanish or the equivalent as determined by the department. Continuation of intermediate grammar structures and vocabulary with integrated skills: listening, speaking, reading, and writing.

SPN 221 Spanish Translation I

3 credits; 3 lecture hours

Proficiency Requirements: None

Prerequisites: SPN112 Introductory to Spanish or by permission of instructor

Electives: Satisfies Languages, Fine & Performing Arts/ Foreign Languages/Philosophy & Religion, Humanities, Liberal Arts, Free

Description: A systematic comparative analysis of intermediate Spanish and English grammar along with short translations from current publications. Taught in Spanish and in English. Open to majors, non-majors, and academic Spanish and be above ESL012 Core English 2.

SPN 222 Spanish Translation 2

3 credits; 3 lecture hours

Proficiency Requirements: None

Prerequisites: SPN112 Introductory to Spanish or by permission of instructor

Electives: Satisfies Languages, Fine & Performing Arts/ Foreign Languages/Philosophy & Religion, Humanities, Liberal Arts, Free

Description: A continuation of a comparative analysis of intermediate Spanish and English grammar along with short translations from current publications. Taught in Spanish and in English. For majors, non-majors, and bilingual/ heritage learners. Native speakers of Spanish should know academic Spanish and be above ESL012 Core English 2.

THE – Theater

Note: Courses not offered during a particular semester may also be taken for directed study with permission of instructor.

THE 101 Introduction to Theater

3 credits; 2 lecture hours; 2 lab hours

Proficiency Requirements: Basic Writing, Basic Reading

Prerequisites: None

Electives: Satisfies Fine & Performing Arts/Foreign Languages/Philosophy & Religion, Humanities, Liberal Arts, Free

Description: Introduction to Theater has two general goals. First, to introduce the contemporary theatrical world: playwright, producer, theater structure, director, actor, technicians and designers. Second, to apply knowledge in a practical experience situation.

THE 111 Acting

3 credits; 2 lecture hours; 2 lab hours

Proficiency Requirements: Basic Writing, Basic Reading

Prerequisites: None

Electives: Satisfies Fine & Performing Arts/Foreign Languages/Philosophy & Religion, Humanities, Liberal Arts, Free

Description: Acting is a performance based class in which students will work on exercises, scenes and monologues in order to better understand the vocal, physical and psychological techniques. Students will be required to memorize lines and movement, work with other students, participate in class work, take risks, write about the acting process and about performances outside of class.

THE 112 Scene Study

3 credits; 2 lecture hours; 2 lab hours

Proficiency Requirements: Basic Writing, Basic Reading

Prerequisites: None

Electives: Satisfies Fine & Performing Arts/Foreign Languages/Philosophy & Religion, Humanities, Liberal Arts, Free

Description: Scene Study is a performance class offering in-depth scene and monologue study emphasizing character development and script analysis. Various acting techniques will be discussed and utilized. Course objectives will center on the ability of the students to overcome fears and barriers, the development of confidence in public, and the ability to make creative choices.

THE 113 Directing

3 credits; 2 lecture hours; 2 lab hours

Proficiency Requirements: Basic Writing, Basic Reading

Prerequisites: None

Electives: Satisfies Fine & Performing Arts/Foreign Languages/Philosophy & Religion, Humanities, Liberal Arts, Free

Description: Students in Directing will direct a one-act play which will be performed before a live audience. Each director will be responsible for selecting a script (with approval of the instructor), research, analysis, blocking, casting and rehearsing it. Each director will complete a director's book, attend production meetings, respond to criticism and work with the instructor.

THE 114 Stagecraft

3 credits; 2 lecture hours; 2 lab hours

Proficiency Requirements: Basic Writing and Basic Reading

Prerequisites: permission of instructor

Electives: Satisfies Fine & Performing Arts/Foreign Languages/Philosophy & Religion, Humanities, Liberal Arts, Free

Description: Stagecraft is a hands-on course in which students will work on projects in set design, research and construction, painting and dressing; costume design, research, construction; lighting design, color, curing and operation; property design, research and construction; sound design, research, taping and operation; and/or stage management. The projects may be determined by the productions of the Top Notch Players and/or Dance Club. This course is offered only as a directed study.

THE 115 Rehearsal & Performance

3 credits; 2 lecture hours; 2 lab hours

Proficiency Requirements: Basic Writing, Basic Reading

Prerequisites: permission of instructor

Electives: Satisfies Fine & Performing Arts/Foreign Languages/Philosophy & Religion, Humanities, Liberal Arts, Free

Description: Students who have been cast in or want to work on a Top Notch player's production are eligible. Student actors will be required to memorize lines and movement, analyze their characters, work with other actors, keep a journal, perform the play and respond to critiques. Student technicians will work on the set, lighting, costumes, sound and/or publicity. This course is offered only as a directed study.

THE 116 Children's Theater

3 credits; 2 lecture hours; 2 lab hours

Proficiency Requirements: Basic Writing, Basic Reading

Prerequisites: None

Electives: Satisfies Fine & Performing Arts/Foreign Languages/Philosophy & Religion, Humanities, Liberal Arts, Free

Description: Students in Children's Theater will study the methods and materials of producing plays for children, including audience analysis, script analysis, design, rehearsal and performance. The goal is to produce a play or plays to perform at local schools.

TLT – Travel/Tourism

TLT 105 International & Domestic Destinations

3 credits; 3 lecture hours

Proficiency Requirements: Basic Reading, Basic Writing

Prerequisites: None

Electives: Satisfies Free, Business

Description: The continent of North America is studied in depth. Students will develop a sound knowledge of vacation and industrial cities throughout North America. They will also become familiar with important tourist destinations. The climate, culture, modes of transportation and places of interest are emphasized. World geography as it pertains to travel and tourism is studied on the basis of the various continents and how they relate to international travel.

TLT 110 Introduction to the Travel & Tourism Industry

3 credits; 3 lecture hours

Proficiency Requirements: Basic Reading, Basic Writing

Prerequisites: None

This course satisfies: Free, Business

Description: This course is designed as an introduction to travel agency operations, policies and procedures. Emphasis will be placed on domestic and international air travel; cruising; railroads, car rentals and charters; hotels; tours and itineraries. Also covered are selling the travel product to the individual, travel agencies and marketing, automation, and travel agency finances.

WRT – Writing

PLEASE NOTE: The following course (WRT010) is a developmental course and DOES NOT carry graduation credit. It is NOT usually transferable. Since this is a mandated course, students who do not meet the exit criteria will be required to repeat this course.

WRT 010 Basic Writing

3 credits; 2 lecture hours; 2 lab hours

Proficiency Requirements: None

Prerequisites: Writing Sample Placement; Basic Reading Placement or higher or by permission of instructor

Electives: Satisfies None

Description: This course, designed for students who need to improve the writing skills necessary to succeed in Composition I, emphasizes the composition of essays with further work on sentence and paragraph structure. Attention is also given to punctuation, grammar and spelling. Instructors require 1/2 hour/week of additional lab. This course does not satisfy any part of the English Composition requirement for graduation. To proceed to English Composition I, students must pass a writing assessment given as an exit exam.

College Policies

Affirmative Action, Nondiscrimination and Accessibility

Northern Essex Community College complies with the requirements of Title IX of the Higher Education Act of 1972 and with the Viet Nam Era Readjustment Assistance Act of 1974. Recruitment, admission, programs, activities and facilities are available to all on a non-discriminatory basis, without regard to race, creed, religion, color, gender, sexual orientation, age, disability, veteran status, marital status and national origin. The college is an equal opportunity/affirmative action employer. Northern Essex is physically accessible to all people, including those who use wheelchairs. All programs and activities are accessible to all otherwise-qualified individuals who have disabilities. The college complies with the requirements and spirit of Section 504 of the Rehabilitation Act, as amended, and the Americans with Disabilities Act, as amended.

Inquiries regarding affirmative action, equal opportunity and accessibility concerns should be addressed to the Affirmative Action/Equal Opportunity Officer, the Section 504 Compliance Officer, and/or the Americans with Disabilities Act Coordinator, Northern Essex Community College, 100 Elliott Street, Haverhill, MA 01830.

Alcohol Policy

It is the policy of the board of Trustees of Northern Essex Community College that no persons shall give, sell, deliver, or have in their possession any alcoholic beverage in any building owned or operated by the College, or on any premise used for college activity and under the control of the Board of Trustees of Northern Essex Community College. Alcoholic beverages are not permitted at any College event off campus that is intended for students.

Assembly Policy

Northern Essex Community College wholeheartedly encourages informal student gatherings to provide a welcoming community climate on campus. To establish orderly and safe spaces for all students and to facilitate easy and natural movement of students, faculty, staff and visitors through the halls and into the campus buildings, the college needs to designate appropriate places and times for small informal student gatherings. Generally, Monday through Friday, the following places may be used without formal scheduling:

- Jitters Café in the Spurk Building,
- Lounge in the Sport & Fitness Center,
- Lounge and Cafe in the Student Center, and
- Exterior patio between the classroom buildings.

Personal music and conversation of one group should be contained at a level that doesn't disturb the neighboring group(s) or the business of the college.

Anytime that classes are in session the college requests that all members of its community and its visitors respect the need for sufficient quiet outside the classrooms and offices. Please restrict the size, noise and level of activity of informal group gatherings during any hours that classes are scheduled on campus to the above mentioned locations.

Campus Security Act

On November 8, 1990, Congress enacted the Crime Awareness and Campus Security Act of 1990 under Public Law 101-542, Title II. This act requires that institutions of higher education receiving federal funding collect information with respect to crime statistics and campus security policies and, beginning September 1992, prepare, publish, and distribute an annual security report.

Northern Essex Community College, in accordance with legal mandates and its philosophy of establishing and maintaining an environment of learning and a supportive climate in which to conduct the business and mission of the college, provides this information to the college community through the Vice President of Administration's Office on the Haverhill Campus.

Consensual Relationships Policy

Under this policy of the Community College, consenting romantic and sexual relationships between faculty and student, librarian and student, administrator and student, classified staff member and student, or supervisor and employee are deemed unprofessional. Because such relationships interfere with or impair required professional responsibilities and relationships, they are looked upon with disfavor and are strongly discouraged.

Criminal Offender Record Information & Sex Offender Registry Information Checks

Students interested in participating in an academic program that involves working with children, the disabled, or the elderly, or a cooperative education experience or a program that includes a clinical or practicum affiliation with a private or public health care provider, may be required to undergo a Criminal Offender Record Information (CORI) and/or a Sex Offender Record Information (SORI) check. Depending on the contents of a student's CORI or SORI, participation in an academic program or a cooperative education experience or clinical or practicum affiliation related to thereto may be denied. CORI checks may be performed pursuant to Mass. General Law Chapter 6, Sections 172(C), consistent with guidelines promulgated by the Executive Office for Health and Human Services, and the Commonwealth's Department of Public Health. SORI checks may be performed pursuant to Mass. General Law Chapter 6, Section 172(C). For more information, please contact the Registrars Office at 978-556-3700.

Firearms on Campus

It is the policy of Northern Essex Community College that no one is permitted to carry a firearm on the grounds or in a college building. The pertinent legislation, Chapter 269, section 10 of the Massachusetts General Laws states (in part) "(j) Whoever, not being a law enforcement officer, and notwithstanding any license obtained by him under the provisions of chapter one hundred and forty, carries on his person a firearm as hereinafter defined, loaded or unloaded or other dangerous weapon in any building or on the grounds of any elementary or secondary school, college or university without the written authorization of the board or officer in charge of such elementary or secondary school, college or university shall be punished by a fine of not more than one thousand dollars or by imprisonment for not more than one year, or both. For the purpose of this paragraph, "firearm" shall mean any pistol, revolver, rifle or smoothbore arm from which a shot, bullet or pellet can be discharged by whatever means.

Any officer in charge of an elementary or secondary school, college or university or any faculty member or administrative officer of an elementary or secondary, college or university failing to report violations of this paragraph shall be guilty of a misdemeanor and punished by a fine of not more than five hundred dollars."

Employees must report any suspected violation of this Policy/Law to the respective campus (Haverhill or Lawrence) Security Office, Superintendent of Buildings and Grounds or the college Vice President for Administration.

A law enforcement officer present as a student and wishing to carry a firearm should contact campus security for proper procedures.

Hazing Policy

Massachusetts General Laws state that "..... Whoever is a principal organizer or participant in the crime of hazing (initiation into a student organization) shall be punished by a fine of not more than three thousand dollars or by imprisonment in a house of correction for not more than one year, or both. Whoever knows that another person is the victim of hazing and is at the scene of such crime shall report it as soon as reasonably practicable to an appropriate law enforcement official if it can be done without peril to

one's self or others. Whoever fails to report such crime shall be punished by a fine of not more than one thousand dollars."

Northern Essex policy states that: "Any academic or administrative official of the college, any member of the faculty, or any student of the college may file charges against any student for misconduct. The charges shall be filed in writing to the Assistant Dean of College Life & Healthy Living. In extraordinary circumstances as determined by the Vice President, she/he may suspend the student charged pending further consideration of the case."

College Immunization Law for Massachusetts

General Laws of the Commonwealth of Massachusetts require that all full-time college students (12 credits or more) and all students attending college while on a student visa, as well as all students in Health Sciences (regardless of year of birth) must present a medical certificate indicating they have received:

- A least one dose of mumps and rubella vaccines (s) given at 12 months of age or after
- Two doses of live measles vaccine given at least one month apart beginning at or after 12 months of age
- A booster dose of Tetenus/Diptheria (Td) within the last ten years
- **NEW Immunization Requirement**
  Note: All incoming students who are Full Time (12 credits or more) must show proof of immunization for Hepatitis B.

In the case of measles, mumps or rubella, the student may present laboratory proof of immunity. High school immunization documents are acceptable, as well as physicians or clinic records.

To facilitate compliance with the Massachusetts College Immunization Law, the Student Health Services office provides information about Board of Health Offices and other agencies that offer immunizations. For assistance with this requirement, please contact the Student Health Services office in Lawrence at 978-738-7483. See also Student Life Section, Student Health Services, page 20.

Privacy Act Information

The Family Educational Rights and Privacy Act of 1974, as amended, insures confidentiality of educational records and prescribes the conditions under which information about students can be released to the student, parents or guardians, and authorized third parties. In addition, the Act defines the general record keeping requirements that the institution must maintain to insure accuracy and access of student educational data. The general Provisions of the Act are basic to the following guidelines:

- Students have the right to inspect their academic record (transcript) and student file, and request corrections to data that they believe to be in error or challenge the contents of their student record. The student academic record and file includes all information as of the date of application.
- Students have the right to obtain copies of their academic records, must do so in writing, and may be charged for copies.
- Students' parent(s) or legal guardian(s) have the right to access and copies of their children's academic transcript and record only if the child is less than 18 years of age.
- The institution may refuse to provide transcripts for such reasons as nonpayment of financial obligation of debt owed the college, but students still retain the right to inspect their records.
- Directory Information is defined as the student's name, address and telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received and the most recent previous educational institution attended by the student.
- The institution may disclose academic and Directory Information to college administrators and faculty whom the college has determined to have legitimate educational interests.
- A student has the right to restrict release of Directory Information in whole or part to certain parties, and must submit a request in writing to the Registrar.

Additional information about this act, the specific policies of this institution, and students' rights may be obtained by contacting the Registrar's Office, Northern Essex Community College, 100 Elliott Street, Haverhill, MA 01830, telephone 978-556-3700.

Sexual Harassment Policy

Sexual harassment of a student, an employee or any other person in the College is unacceptable, impermissible and illegal. Sexual harassment is a form of sex discrimination. It occurs in a variety of situations that share a common element: the inappropriate introduction of sexual activities or comments into the work or learning situation. Often, sexual harassment involves relationships of unequal power and contains elements of coercion as when compliance with requests for sexual favors become a criterion for granting work, study or grading benefits. However, sexual harassment may also involve relationships among equals, as when repeated sexual advances or demeaning verbal behaviors have a harmful effect on a person's ability to study or work in the academic setting.

For general purposes, sexual harassment may be described as unwelcome advances, requests for sexual favors, and other physical conduct and expressive behavior of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education; (2) submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting that individual; or (3) such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance and creating an intimidating, hostile, or demeaning employment or educational environment.

Such behavior is expressly forbidden by federal and state regulations. The federal government has established that such behaviors are actionable under provisions of Title VII of the 1964 Civil Rights Act, as amended, and the provisions of Title IX of the 1972 Educational Amendments, as amended.

Inquiries regarding sexual harassment concerns should be addressed to the Affirmative Action/Equal Opportunity Officer, Northern Essex Community College, 100 Elliott Street, Haverhill, MA 01830.

Smoke-Free Environment Policy

Because of our collective concern for the environment, and because we are aware of the harmful effects of smoking on the smoker, and because now much is being written about the effects of second-hand smoke on the non-smoker, Northern Essex Community College is committed to providing a smoke-free environment for students, employees and visitors. All college buildings, in Haverhill and in Lawrence, shall be smoke-free.

For those who wish to smoke despite the effects to themselves or others, accommodations are available outdoors in the vicinity of each building.

In situations where the preferences of smokers and non-smokers are in direct conflict, the preferences of non-smokers will prevail.

A complete statement of the college's smoke-free policy is available in the Student Health Services Office and the Office of the Dean of Human Resources.

Substance Abuse Policy

The college complies with all state and federal laws governing the possession, use and sale of alcohol, drugs and other illegal substances on campus and at all college-sponsored activities. In compliance with the *Drug-Free Schools and Communities Act of 1989*, the college annually distributes information and policy statements to each student and employee concerning standards of conduct, legal sanctions, health risks and programs related to its commitment to a drug-free study and work environment. Copies of this information and policy statement are available in the Human Resources office.

Support of Diversity and Pluralism Policy

Students, faculty, staff and visitors must be free from conduct which has the purpose or effect of interfering with an individual's academic or professional performance or creating an intimidating, hostile or demeaning educational or employment environment. The College has a policy of unequivocal condemnation of intolerance, whether it be based on ethnicity, religion, cultural heritage, race, disability, sex or sexual orientation.

Student Rights and Responsibilities

Student Responsibilities and Rights are revised annually and published separately in the NECC Student Handbook. This section of the handbook contains detailed information on such items as; Student Rights, Student Responsibilities, Regulations Governing Student Conduct, Right of Grievance. A copy can be obtained by calling the Student Activities & Orientation Office on the Haverhill campus at 978-556-3731.

Student Grievance Procedure and Due Process Procedures for Students

Information pertinent to the Student Grievance Procedure and Due Process Procedures for Students is also included in the NECC Student Handbook. These sections contain detailed information on such items as; Disciplinary Proceedings, Conduct of Hearing, Appeal Procedure, Possible Sanctions, Grade Appeals Reprisals and more

Accessing Sex Offender Information

In accordance with federal law, the college is required to advise the campus community where information concerning registered sex offenders may be obtained. Information concerning Level 2 and Level 3 offenders is available to the general public by contacting the Commonwealth of Massachusetts' Sex Offender Registry Board, located at P.O. Box 4547, Salem, MA 01970-4547, 978-740-6400, or contact the Haverhill Police Department, by calling 978-373-1212. Level 3 offender information is also available on-line at www.mass.gov/sorb. If you have any questions regarding access to sex offender information, please feel free to contact the college's Chief of Security, at 978-556-3689.

Additional College Policy Information Contained in the NECC Student Handbook

Some additional College Policies, not included in this Catalog, can be found in the NECC Student Handbook. These policies include;

- Bulletin Boards Posting Policy
- Solicitation Policy
- Computer and Network Usage Policy

A copy of the Student Handbook can be obtained by calling the Student Activities & Orientation Office at 978-556-3731.

Summary of Campus Incidents

Crimes are reported in the following 7 major categories, with several sub-categories: 1.) Criminal Homicide broken down by a.) Murder and Non negligent Manslaughter and b.) Negligent manslaughter; 2.) Sex Offenses broken down by a.) Forcible Sex Offenses (includes rape) and b.) Non forcible Sex Offenses; 3.) Robbery; 4.) Aggravated Assault; 5.) Burglary; 6.) Motor Vehicle Theft; and 7.) Arson.

Schools are also required to report the following three types of incidents if they result in either an arrest or disciplinary referral; 1.) Liquor Law Violations; 2.) Drug Law Violations; and 3.) Illegal Weapons Possession. If both an arrest and referral are made only the arrest is counted.

The statistics are also broken down geographically into "on campus," "residential facilities for students on campus," non campus buildings, or "on public property" such as streets and sidewalks. Schools can use a map to denote these areas. The report must also indicate if any of the reported incidents, or any other crime involving bodily injury, was a "hate crime."

The following is a list of the number of campus incidents that took place for the Haverhill and Lawrence Campuses between 1/1/03 and 12/31/03.

The administration works very hard to create a safe environment for everyone at NECC. We remain committed to reducing the number of on campus incidents, and are constantly taking steps to improve security measures whenever possible.

Incident:	A Totals	B Totals	C Totals
Manslaughter	0	0	0
Murder	0	0	0
Arson	0	0	0
Rape	0	0	0
Larceny	2	0	0
Petty Larceny	17	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Thefts	0	0	0
Liquor-law violations/arrests	0	0	0
Drug-abuse violations/arrests	0	0	0
Weapons possessions/arrests	0	0	0
Unlawful entry of a motor vehicle	4	0	0
Medical calls	29	0	0

A = On Campus
B = Non-Campus Property - Leased Institutional Space
C = Public Property - Adjacent Sidewalks, Streets, or Thoroughfares

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Eleanor Hope-McCarthy, Professor Emerita of English

Donald G. Horgan,* Professor Emeritus of Business Administration (posthumous)

William Huston, Professor Emeritus of Deaf Studies

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Clarence Wood,* Ph.D., Professor Emeritus of Behavioral Sciences

*deceased

Full-Time Faculty

George Bailey, Professor, English & Foreign Languages; A.B., M.A. Boston College; Ph.D., University of Wisconsin

Paul Bamberger, Professor, Developmental Education; B.A., University of New Hampshire; M.F.A., University of Massachusetts

Arthur Barlas, Professor, History, Government & Philosophy; B.A., Boston University; M.A., Northeastern University

Carol Barron, Professor, English & Foreign Languages; B.A., M.Ed., Ed.D, University of Massachusetts

Jill Becker, Instructor, LPN, Nursing; C.A., Northeastern University; B.S., University of Iowa; M.S., University of Cincinnatti

Eva Beliveau, Instructor, Registered Nursing; B.S., Salem State College; M.S., Salem State College

Priscilla B. Bellairs, Professor, English & Foreign Languages; A.M., Harvard University; B.A., Michigan State University

Liliana Brand, Instructor, Mathematics; B.S., University of the Valley, Colombia, South Africa; M.S., U/Mass Lowell

Michael Broughton, Associate Professor; Computer Technology & Engineering; B.A., Merrimack College; M.S., University of Lowell

James Brown, Professor, Mathematics; B.S., University of Delaware; M.A., Boston University

Amy Callahan, Instructor, English & Foreign Languages; B.A. Northeastern University; M.S. Columbia University

Terry Cargan, Assistant Professor, English & Foreign Languages; B.A., State University of New York at Albany; M.F.A., Emerson College

Paul Chanley, Instructor, Computer Technology & Engineering; B.S., Northeastern University; M.S., U/Mass Lowell

Carolyn Cohen, Professor, Behavioral Sciences; B.S., U/Mass Boston; Ph.D., University of Minnesota

Cynthia Crivaro, Professor, Behavioral Sciences; A.A., Bradford College; B.A.; University of New Hampshire; M.S., Northeastern University

Danielle Cross, Instructor, Mathematics; B.S., University of Maryland; M.S., Rennselaer Polytechnic Institute

Noemi Custodia-Lora, Instructor, Natural Sciences; B.S., University of Puerto Rico; Ph.D. Boston University

Catherine Dabrowski, Professor, Registered Nursing; B.A., Boston State College; M.S., Boston College

Patricia Demers, Associate Professor, Registered Nursing; B.S.N., St. Anselm College; M.S. Boston University; M.P.H., Boston University

Frank DeSarro, Professor, Developmental Education; A.A., Xaverian College; A.B., Wesleyan University; M.A.T., Webster College

Linda Desjardins, Professor, English & Foreign Languages; A.S., Northern Essex Community College; B.A., Lowell State College; M.Ed., Salem State College; C.A.G.S., Northeastern University

Sandra DeVellis, Professor, Behavioral Sciences; A.B., Northeastern University; M.S.W., Washington University

Pamela A. Donahue, Professor, Business Administration; A.S., Northern Essex Community College; B.S., M.Ed., Salem State College

Melina Draper, Instructor, English & Foreign Languages; B.A., Colorado College; M.A., University of New Hampshire

Diane Edstrom, Instructor, Art & Design; B.A., Massashusetts College of Art; M.A., U/Mass Amherst

Gail Feigenbaum, Program Coordinator, Early Childhood Education; B.A., Simmons College; M.Ed., Tufts University

Michael G. Finegold, Professor, Music; B.A., Brooklyn College; M.A., M.M.A., Yale University

Kevin J. Fleese, Assistant Professor, Deaf Studies; B.S., B.A., Gallaudet University, M.Ed., Boston University

Melissa Fleming, Associate Professor, Human Services Program; B.A., Illinois State University; M.Ed., Antioch College

Peter Flynn, Professor, Behavioral Sciences; A.A., Cape Cod Community College; B.A., Boston University; M.S., University of New Mexico; M.Ed., Rhode Island College

Faith G. Flythe, Professor, Behavioral Sciences; A.B., Randolph-Macon Women's College; M.A., University of Arizona

Joanna Fortna, Curriculum Coordinator for Developmental Writing, Assistant Professor, Developmental Education; B.A., Lebanon Valley College; M.A., University of New Hampshire

Jane Gagliardi, Instructor, Human Services; B.A., Vassar; M.S.W., Boston College

Nancy Garcia, Instructor, Radiologic Technology; A.S., Middlesex Community College; B.S., Lesley College

Elaine Glennon, Professor, Deaf & Hard of Hearing; B.S., Gallaudet College; M. Ed., Boston University

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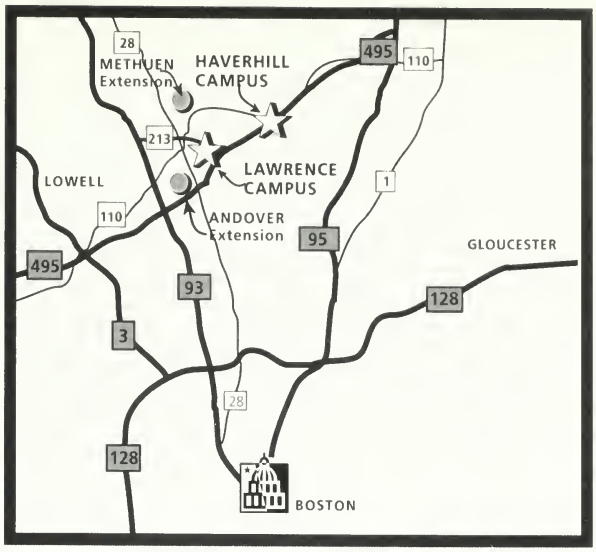

Haverhill Campus at Elliott Street

Located at exit 52 off route 495 at 100 Elliott Street in Haverhill. Major roadways connecting with route 495 are route 93 from the south and route 95 from the north. From Route 495 north, take exit 52 and turn left. The entrance to the campus is on the left, immediately after the on-ramp to 495 north. From Route 495 south, take exit 52 and turn right. The entrance to the campus is the next left.

Lawrence Campus at Franklin Street

Located at 45 Franklin Street in Lawrence. From Route 495 north or south, take exit 41 (Route 28) toward Lawrence. Follow Route 28 north for 2.4 miles. Turn right on Valley Street and continue straight ahead into the campus parking lot. From Route 93 north or south, take exit 46 (Route 110). Proceed on Route 110 (which becomes Haverhill Street) toward Lawrence. Turn right on Route 28 and take the fourth left onto Valley Street. Continue straight ahead into the campus parking lot.

Lawrence Campus at Amesbury Street

Located at 78-82 Amesbury St. in Lawrence. From Route 495 north or south, take Exit 41 (Route 28) toward Lawrence. Follow Route 28 north for 2.4 miles. Turn right on Lowell Street. Proceed to Amesbury Street (3 blocks), turn right on Amesbury Street. The first entrance on the right is the college parking lot. From Route 93 north or south, take Exit 46 (Route 110). Proceed on Route 110 (which becomes Haverhill Street) toward Lawrence. Cross Route 28 (Broadway), proceed to the 3rd traffic light. Turn right onto Amesbury Street. After the first set of lights, turn right. The college parking lot entrance will be the first turn on the right. Additional parking is available in the Buckley Garage across from the campus.

Andover Extension at the Greater Lawrence Technical School

Located at 57 River Road. From Route 93 north or south, take Exit 45 (River Road) toward Lawrence (Exit 45 is the first exit north of the Routes 93/495 interchange). The Technical School is one quarter mile on left.

Methuen Extension at Timony Grammar School

Located at 45 Pleasant View Street, Methuen. From Route 495 north or south, take Exit 47 (Route 213 west). Take Exit 3 off Route 213 (Pleasant/Howe Streets exit). Turn right on Howe Street. Bear right at lights onto Pleasant Street. Follow for about half a mile. Take a left turn after the track field onto Pleasant View. Timony School is on the left just past the football stadium. Enter the school through the double doors to the right of the gymnasium.

Methuen Extension at Comprehensive Grammar School

Located at 100 Howe Street, Methuen. From Route 495 north or south, take Exit 47 (Route 213 west). Take Exit 3 off Route 213 (Pleasant/Howe Streets exit). Turn left onto Howe Street. Follow Howe Street for about half a mile and you will see the entrance to the Comprehensive Grammar School on your left at the first set of lights. Use the main entrance double doors by the flag pole to enter the building.

Whittier Extension

Haverhill classes also meet at the Whittier Regional Vocational Technical School, Amesbury Line Road, Haverhill. From Route 495, take exit 52 on Route 110. Turn right on Amesbury Line Road at the Whittier sign and right again at school entrance.

Haverhill Campus
978.556.3000

Lawrence Campus
978.738.7475

www.necc.mass.edu

Campus Locations:
100 Elliott Street, Haverhill, MA 01830
45 Franklin Street, Lawrence, MA 01841
78 Amesbury Street, Lawrence, MA 01841